

STATE PERSONNEL BOARD CALENDAR



JUNE 6, 2006

SACRAMENTO

State of California

Memorandum

DATE: May 26, 2006

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the **June 6, 2006**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on June 6, 2006, at offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the June 6, 2006, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

A handwritten signature in black ink, appearing to read 'Karen Yu', with a horizontal line extending to the right.

Karen Yu
Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



CALIFORNIA STATE PERSONNEL BOARD MEETING¹

801 Capitol Mall
Sacramento, California

Public Session Location – 801 Capitol Mall
Sacramento, California, Room 150
Teleconference – 320 West 4th Street²
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall
Sacramento, California, Room 141
Teleconference – 320 West 4th Street
Los Angeles, California Suite 620

FULL BOARD MEETING – JUNE 6, 2006

¹ Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

²Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4th Street, Los Angeles, California.

FULL BOARD MEETING AGENDA³

JUNE 6, 2006

9:00 a.m. – 12:00 p.m.
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(9:00 a.m. – 9:45 a.m.)

1. **ROLL CALL**
2. **REPORT OF THE EXECUTIVE OFFICER – Floyd D. Shimomura**
3. **REPORT OF THE DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA)**
 - **DPA Representatives**
4. **REPORT ON THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)**
 - **Maeley Tom**
5. **REPORT OF THE CHIEF COUNSEL – Elise Rose**
6. **NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

7. **REPORT ON LEGISLATION – Sherry Evans**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

(9:45 a.m. – 10:15 a.m.)

8. **INFORMATIONAL BRIEFING – EXAMINATION AND CERTIFICATION SYSTEM**
 - **Karen Coffee, State Personnel Board**

A briefing on the State Personnel Board's Examination and Certification System and what it does to facilitate departmental examinations and hiring.

³ The Agenda for the Board can be obtained at the following internet address:
<http://www.spb.ca.gov/calendar.htm>

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(10:15 a.m. – 10:45 a.m.)

9. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

10. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

11. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1) and 18653.]

Connerly v. State Personnel Board, California Supreme Court,
Case No. S125502.

International Union of Operating Engineers v. State Personnel Board,
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

12. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the legislature.
[Government Code section 18653.]

13. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.
[Government Code section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(10:45 a.m. – 11:00 a.m.)

14. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF JUNE 21, 2006, IN SACRAMENTO, CALIFORNIA

BOARD ACTIONS:

15. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES

NONE

16. EVIDENTIARY CASES - (See Case Listings on Pages 9–16)

17. RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda on Pages 22–23)

18. NON-EVIDENTIARY CASES - (See Case Listings on Pages 16–19)

19. NON-HEARING CALENDAR

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

June 6, 2006

CERTIFIED NURSING ASSISTANT, CORRECTIONAL FACILITY

In accordance with federal court mandates the California Department of Corrections and Rehabilitation (CDCR) proposes the establishment of a new safety classification of Certified Nursing Assistant, Correctional Facility.

**SENIOR INVESTMENT OFFICER/PORTFOLIO MANAGER,
PERS SERIES SPECIFICATIONS (ASSET ALLOCATION/
RISK MANAGEMENT), FIXED INCOME, GLOBAL EQUITIES,
AND REAL ESTATE.**

The California Public Employees' Retirement System (CalPERS) proposes the following revisions: modify the title of Investment Manager, PERS (Asset Allocation/Risk Management) to Portfolio Manager, PERS (Asset Allocation/Risk Management); add a promotional pattern for Investment Officer III within all of the Portfolio Manager, PERS specialty classes; establish the level of Senior Portfolio Manager, PERS (Asset Allocation/Risk Management) within the Senior Investment Officer/Portfolio Manager, PERS (Asset Allocation/Risk Management) series specification; and revisions to the Minimum Qualifications of the Senior Investment Officer, PERS (Asset Allocation/Risk Management) to reflect the changes listed above.

**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS
FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE
CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO
OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE
PERSONNEL BOARD** propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

Title	Class Code
*Mineral and Land Audit Program Manager	4553
*Director, California Specialized Training Institute	2883
*Transportation Manager, Department of General Services	4534

** Indicates classes which are part of a class series. Only the classifications listed above will be abolished. The revised class specifications for each of these series noting the elimination of the abolished class, are included in this board item.*

20. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

NONE

21. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

DEPUTY EXECUTIVE DIRECTOR, CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY

The California Pollution Control Financing Authority (CPCFA) proposes to allocate the above position to the CEA category. The Deputy Executive Director, CPCFA manages all the on-going and special functions of the CA Pollution Control Financing Authority (CPCFA), CA Industrial Development Financing Authority (CAEATFA), and the CA Urban Waterfront Area Restoration Financing Authority (CUWARFA), assuming a critical role in the Authorities' overall responsibility of providing low cost financial assistance to businesses for economic expansion and environmental improvement for California.

DEPUTY DIRECTOR, SECURITY MANAGEMENT DIVISION

The Department of Technology Services (DTS) proposes to allocate the above position to the CEA category. The Deputy Director, Security Management Division develops, maintains and enforces both statewide and department-wide policies and processes that provide for the integrity and security of both the DTS technical infrastructure and the automated information produced or used by the DTS and its 550 customer agencies statewide.

CHIEF, FIELD EXAMINATION DIVISION

The Department of Insurance proposes to re-allocate the above position from the classification of Division Chief, Department of Insurance, CEA to the Broad Band CEA category. The Chief, Field Examinations Division is responsible for formulating policies, planning, organizing, and directing the activities of the Field Examination Division.

CHIEF, FINANCIAL ANALYSIS DIVISION

The Department of Insurance proposes to re-allocate the above position from the classification of Division Chief, Department of Insurance, CEA to the Broad Band CEA category. The Chief, Financial Analysis Division is responsible for formulating policies, planning, organizing, and directing the activities of the Financial Analysis Division.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

ASSISTANT CHIEF DEPUTY DIRECTOR

The Department of Alcoholic Beverage Control's proposal to allocate the above position to the CEA category has been disapproved effective March 25, 2006.

CHIEF, DIVISION OF PLAN SURVEYS

The Department of Managed Health Care's proposal to allocate the above position to the CEA category has been disapproved effective April 25, 2006.

CHIEF OF COMMUNICATIONS

The Department of Developmental Services has withdrawn their proposal to allocate the above position to the CEA category effective May 3, 2006.

DIRECTOR, OPERATIONS DIVISION

The Department of Child Support Services has withdrawn their proposal to allocate the above position to the CEA category effective May 12, 2006.

22. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

23. WRITTEN STAFF REPORT FOR BOARD INFORMATION

**REPORT TO THE LEGISLATURE –
Whistleblower Retaliation Complaints**

Government Code section 19683(F) requires the State Personnel Board to provide the Governor and the Legislature with an Annual Report regarding complaints filed and legal actions taken pursuant to SPB's role in the California Whistleblower Protection Act. This report covers the 2004 Calendar year. SPB staff is requesting the Board approve this report for submission to the Governor and Legislature.

24. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

25. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Pages 20–21)

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

(11:00 a.m. – 12:00 p.m.)

LUNCH

BROWN BAG LUNCH/ DISCUSSION WITH SPB ADMINISTRATIVE LAW JUDGES

A D J O U R N M E N T

16. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) ALEJANDRO GILL, CASE NO. 05-0054RA

Appeal for dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Proposed decision rejected January 6, 2006.

Transcript prepared.

Oral argument heard May 2, 2006, Los Angeles.

Case ready for decision by FULL Board

(2) JUDY JOHNSON, CASE NO. 05-1367A

Appeal from automatic resignation

Classification: Motor Vehicle Field Representative

Department: Department of Motor Vehicles

Proposed decision rejected February 21, 2006.

Transcript prepared.

Oral argument (written record) submitted May 2, 2006,
Los Angeles.

Case ready for decision by FULL Board.

(3) RICK OCHOA, CASE NO. 04-2373BA

Appeal for determination of back salary, benefits and interest

Classification: Youth Correctional Officer

Department: Department of the Youth Authority

Proposed decision rejected January 24, 2006.

Transcript prepared.

Oral argument heard April 4, 2006, Sacramento.

Case ready for decision by FULL Board

June 6, 2006

(4) EDUARDO PEREZ, CASE NO. 05-0763A

Appeal from five percent reduction in salary for six months

Classification: Parole Agent I (Adult Parole)

Department: Department of Corrections and Rehabilitation

Proposed decision rejected November 1, 2005.

Transcript prepared.

Pending oral argument February 7-8, 2006, Los Angeles.

Oral argument continued.

Oral argument (written record) submitted May 2, 2006,
Los Angeles.

Case ready for decision by FULL Board.

(5) ERNEST PITTMAN, CASE NO. 05-1591A

Appeal from dismissal

Classification: Motor Vehicle Field Representative

Department: Department of Motor Vehicles

Proposed decision rejected December 6, 2005.

Transcript prepared.

Oral argument heard March 8, 2006, Sacramento.

Case ready for decision by FULL Board.

(6) RICHARD QUADRELLI, CASE NO. 05-1039A

Appeal from dismissal

Classification: Caltrans Maintenance Supervisor

Department: Department of Transportation

Proposed decision rejected December 6, 2005.

Oral argument heard March 8, 2006, Sacramento.

Case ready for decision by FULL Board.

B. CASES PENDING

ORAL ARGUMENTS

NONE

C. CHIEF COUNSEL RESOLUTIONS

NONE

COURT REMANDS

This case has been remanded to the Board by the court for further Board action.

NONE

STIPULATIONS

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) JOE ALONZO, CASE NO. 04-3033**
Appeal from ten percent reduction in salary for twelve consecutive months
Classification: Registered Nurse
Department: Department of Developmental Services
- (2) KATHLEEN ANDERSON, CASE NO. 05-3504**
Appeal from non-punitive termination
Classification: Psychologist-Clinical, Correctional Facility
Department: Department of Corrections and Rehabilitation
- (3) ASHFAQ A. CHAUDHRY, CASE NO. 05-4285**
Appeal from official reprimand
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (4) JIM V. CORRIERE, CASE NO. 05-3211**
Appeal from five percent reduction in salary for 18 months
Classification: Teacher, CF
Department: Department of Corrections and Rehabilitation
- (5) JACK FRIEDMAN, M.D., CASE NO. 05-2596**
JOHN S. COLOCOUSIS, M.D., CASE NO. 05-2592 & 06-0016
Appeals from formal reprimand and formal reprimand and five work days suspension
Classification: Physician and Surgeon, Correctional Facility
Department: Department of Corrections and Rehabilitation
- (6) GAYLAN KOOP, CASE NO. 05-1222**
Appeal from dismissal
Classification: Commercial Vehicle Inspection Specialist I
Department: Department of California Highway Patrol

- (7) **HELEN MICKIEWICZ, CASE NO. 04-2682**
Appeal from demotion
Classification: Assistant Chief Public Utilities Counsel
Department: Public Utilities Commission
- (8) **BLANCA MURGIA, CASE NO. 05-0069**
Appeal from administrative reassignment
Classification: Youth Correctional Officer
Department: Department of the Youth Authority
- (9) **CARL PAGAN, CASE NO. 04-2838**
Appeal from demotion
Classification: Caltrans Maintenance Area Superintendent
Department: Department of Transportation
- (10) **SHAWN E. PERKINS, CASE NO. 05-3105**
Appeal from twenty work days suspension
Classification: Water Resources Technician II
Department: Department of Water Resources
- (11) **KATHRYN SANCHEZ, CASE NO. 05-2760**
Appeal from demotion
Classification: Staff Services Manager I
Department: State Controller's Office
- (12) **RUPINDER SINGH, CASE NO. 05-2465**
Appeal from dismissal
Classification: Toll Collector
Department: Department of Transportation
- (13) **WAYLUN SOON, CASE NO. 05-2172**
Appeal from dismissal
Classification: Programmer I
Department: Department of Health Services
- (14) **MARTHA STYER, CASE NO. 05-1622**
Appeal from demotion
Classification: Supervising Transportation Electrical Engineer, Caltrans
Department: Department of Transportation
- (15) **EVAN ZINICH, CASE NO. 05-3704**
Appeal from five percent reduction in salary for 24 months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR MEETING

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

PROPOSED DECISIONS AFTER BOARD REMAND

- (16) **MOSS DAVID POSNER, CASE NO. 04-2919ER**
Appeal from discrimination and retaliation complaint
Classification: Physician and Surgeon
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

- (1) **STEVEN BARRIOS, CASE NO. 05-3507P**
JAVIER PEREDA, CASE NO. 05-3599P
Appeals from dismissal
Classification: Psychiatric Technician and Psychiatric Technician Assistant
Department: Department of Developmental Services
- (2) **DAREN L. FLOYD, CASE NO. 04-3003P**
Appeal from dismissal
Classification: Motor Vehicle Field Representative
Department: Department of Motor Vehicles
- (3) **ZHI-XUE XU, CASE NO. 05-1038P**
Appeal from rejection during probationary period
Classification: Information Technology Consultant (Expert)
Department: California State University, San Jose

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) TROY ALLEN, CASE NO. 05-2150A

Appeal from dismissal

Classification: Caltrans Equipment Operator II

Department: Department of Transportation

Proposed decision rejected February 7, 2006.

Transcript prepared.

Pending oral argument May 2-3, 2006, Los Angeles.

Oral argument continued.

Pending oral argument June 6-7, 2006, Sacramento

Oral argument continued.

(2) DANNY BROWN, CASE NO. 05-2209A

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Proposed decision rejected April 4, 2006.

Transcript prepared.

Pending oral argument August 8-9, 2006, Los Angeles

(3) PRECILLA CALAUNAN, CASE NO. 05-1737RPA

Appeal from dismissal

Classification: Psychiatric Technician Assistant

Department: Department of Developmental Services

Petition for Rehearing granted March 8, 2006.

Transcript prepared.

Pending oral argument July 11-12, 2006, Sacramento.

June 6, 2006

- (4) **PAUL CHATHAM, CASE NO. 05-1287A**
SARAH WIRTH, CASE NO. 05-1599A
Appeal from five percent reduction in salary for six months and two work days suspension
Classification: Correctional Lieutenant and Correctional Sergeant
Department: Department of Corrections and Rehabilitation

Proposed decision rejected May 2, 2006.
Transcript prepared.
Pending oral argument July 11-12, 2006, Sacramento.
- (5) **GAIL GARCIA, CASE NO. 05-3030A**
Appeal from constructive demotion
Classification: Office Technician
Department: Department of Developmental Services

Proposed decision rejected May 2, 2006.
Transcript prepared.
Pending oral argument August 8-9, 2006, Los Angeles.
- (6) **RAYMOND GURULE, CASE NO. 05-1351A**
Appeal from dismissal
Classification: Youth Correctional Officer
Department: Department of the Youth Authority

Proposed decision rejected April 4, 2006.
Transcript prepared.
Pending oral argument August 8-9, 2006, Los Angeles.
Oral argument continued.
Pending oral argument September 5, 2006, Sacramento.
- (7) **LEE KENDRICK, CASE NO. 04-1620PA**
Appeal from dismissal
Classification: Transportation Surveyor
Department: Department of Transportation

Petition for Rehearing granted April 4, 2006.
Transcript prepared.
Pending oral argument August 8-9, 2006, Los Angeles
- (8) **SHANE MEE, CASE NO. 04-2474PAA**
Appeal from dismissal
Classification: Caltrans Equipment Operator II
Department: Department of Transportation

Petition for Rehearing granted May 2, 2006.
Pending transcript.

June 6, 2006

(9) JONATHAN SILVERMAN, CASE NO. 05-0078A

Appeal from dismissal

Classification: Workers' Compensation Payroll Auditor

Department: State Compensation Insurance Fund

Proposed decision rejected May 23, 2006.

Pending transcript.

(10) RAYMOND SLEDGE, CASE NO. 04-2809PA

Appeal from dismissal

Classification: Youth Correctional Counselor

Department: Department of the Youth Authority

Petition for Rehearing granted March 8, 2006.

Transcript prepared.

Pending oral argument August 8-9, 2006, Los Angeles

(11) JAMES STEED, CASE NO. 05-0207PA

Appeal from constructive medical suspension

Classification: Facility Captain

Department: Department of Corrections and Rehabilitation

Petition for Rehearing granted March 8, 2006.

Transcript prepared.

Pending oral argument August 8-9, 2006, Los Angeles

18. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES HEARD BY A STAFF HEARING OFFICER

NONE

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

(1) JOSE CASTILLO, CASE NO. 05-1487

Classification: Youth Correctional Counselor

Department: Department of Corrections and Rehabilitation

Issue: Suitability; omitted pertinent information, furnished inaccurate information and a negative driving record.

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- (2) **PAULINA KEHOE, CASE NO. 05-0508**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability, omitted pertinent information, arrest/conviction record and negative law enforcement contacts.
- (3) **RODOLPHO MARTIN, CASE NO. 05-1729**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; illegal drug activity.
- (4) **ORIN MCGOWAN, CASE NO. 05-4291**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; appellant is prohibited from carrying a firearm.
- (5) **BRADY MERINO, CASE NO. 05-0659**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; failure to register for Military Selective Service.
- (6) **OMAR MORENO, CASE NO. 05-0657**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative employment record.
- (7) **DONTE MORRISON, CASE NO. 05-0417**
Classification: Motor Vehicle Field Representative
Department: Department of Motor Vehicles
Issue: Suitability; arrest/conviction record.
- (8) **JAIME RUSSELL, CASE NO. 05-1682**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information and a negative employment record.
- (9) **O'RYAN SCOTT, CASE NO. 05-1684**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information, negative employment record and negative law enforcement contacts and failure to meet legal obligations.
- (10) **ROBERTO SOSA, CASE NO. 05-1164**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative driving record.

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- (11) **TONY STEINGRABER, CASE NO. 05-0275**
Classification: Commercial Vehicle Inspector Specialist I (CVIS I)
Department: California Highway Patrol
Issue: Suitability; marijuana use within two years of application.
- (12) **REBECCA STITT, CASE NO. 05-0597**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative employment record.
- (13) **KIMBERLY STOUT, CASE NO. 05-1917**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; illegal drug activity.
- (14) **MOISES TAFOYA, CASE NO. 05-1690**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative driving record.
- (15) **CRYSTAL THOMAS, CASE NO. 05-1683**
Classification: CHP, Public Safety Dispatcher II
Department: California Highway Patrol
Issue: Suitability; omitted pertinent information.
- (16) **DEON WALKER, CASE NO. 05-1149**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate information, omitted pertinent information and fraud.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

NONE

**C. EXAMINATION APPEALS
MINIMUM QUALIFICATIONS
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

D. RULE 211 APPEALS
RULE 212 OUT OF CLASS APPEALS
VOIDED APPOINTMENT APPEALS

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

E. REQUEST TO FILE CHARGES CASES

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

- (1) DEIDRE GREEN, CASE NO. 05-0683**
Classification: Member of the Public
Department: Department of Corrections and Rehabilitation
Issue: The charging party request charges are filed against the charged party for violations of various subsections of Government Code section 19572.
- (2) LISA JOHNSON, CASE NO. 05-0756**
Classification: Member of the Public
Department: Employment Development Department, California Unemployment Insurance Appeals Board, Department of Real Estate and Department of Industrial Relations
Issue: The charging party requests that charges be filed against the charged parties for violations of unnamed subsections of Government Code, section 19572.
- (3) BRIAN PARKS, CASE NO. 05-1504, 05-2365, 05-2480, 05-2481, 05-2632, 05-2633, 05-3328, 05-3329, 05-4394**
Classification: Civilly Committed Patient at Patton State Hospital
Department: Department of Mental Health
Issue: The charging party requests to file charges against employee of the Patton State Hospital.

PETITIONS FOR REHEARING CASES

NONE

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC.

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

3. TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

4. HEARING – Personal Services Contract #04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

5. HEARING

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

7. ERNEST PITTMAN, CASE NO. 05-1591A

Appeal from dismissal. Motor Vehicle Field Representative. Department of Motor Vehicles. (Oral argument held March 8, 2006.)

8. RICHARD QUADRELLI, CASE NO. 05-1039A

Appeal from dismissal. Caltrans Maintenance Supervisor. Department of Transportation. (Oral argument held March 8, 2006.)

9. RICK OCHOA, CASE NO. 04-2373B

Appeal for determination of back salary, benefits and interest. Youth Correctional Officer. Department of the Youth Authority. (Oral argument held April 4, 2006.)

10. ALEJANDRO GILL, CASE NO. 05-0054RA

Appeal from dismissal. Correctional Officer. Department of Corrections and Rehabilitation. (Oral argument held May 2, 2006.)

11. JUDY JOHNSON, CASE NO. 05-1367A

Appeal from automatic resignation. Motor Vehicle Field Representative. Department of Motor Vehicles. (Oral argument, Written Record submitted May 2, 2006.)

12. EDUARDO PEREZ, CASE NO. 05-0763A

Appeal from five percent reduction in salary for six months. Parole Agent I (Adult Parole). Department of Corrections and Rehabilitation. (Oral argument, Written Record submitted May 2, 2006.)

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

* * * * *



1

(Cal. 06/06/06)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

A handwritten signature in cursive script that reads 'Sherry A. Evans'.

Sherry Evans
Director of Legislation

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD DATE JUNE 6, 2006

(Cal. 06/06/06)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Non-Hearing Calendar Items for Board Action

The staff has evaluated these items and recommend the following actions be taken:

**A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR
DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH,
REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE
CRITERIA, ETC.**

Page

CERTIFIED NURSING ASSISTANT, CORRECTIONAL FACILITY

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In accordance with federal court mandates the California Department of Corrections and Rehabilitation (CDCR) proposes the establishment of a new safety classification of Certified Nursing Assistant, Correctional Facility.

**SENIOR INVESTMENT OFFICER/PORTFOLIO MANAGER,
PERS SERIES SPECIFICATIONS (ASSET ALLOCATION/
RISK MANAGEMENT), FIXED INCOME, GLOBAL EQUITIES,
AND REAL ESTATE.**

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The California Public Employees' Retirement System (CalPERS) proposes the following revisions: modify the title of Investment Manager, PERS (Asset Allocation/Risk Management) to Portfolio Manager, PERS (Asset Allocation/Risk Management); add a promotional pattern for Investment Officer III within all of the Portfolio Manager, PERS specialty classes; establish the level of Senior Portfolio Manager, PERS (Asset Allocation/Risk Management) within the Senior Investment Officer/Portfolio Manager, PERS (Asset Allocation/Risk Management) series specification; and revisions to the Minimum Qualifications of the Senior Investment Officer, PERS (Asset Allocation/Risk Management) to reflect the changes listed above.

- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

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THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

Title	Class Code
*Mineral and Land Audit Program Manager	4553
*Director, California Specialized Training Institute	2883
*Transportation Manager, Department of General Services	4534

** Indicates classes which are part of a class series. Only the classifications listed above will be abolished. The revised class specifications for each of these series noting the elimination of the abolished class, are included in this board item.*

To: STATE PERSONNEL BOARD

FROM: MARGIE IMAI, Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: JOSIE FERNANDEZ, Program Manager
Department of Personnel Administration

DARYLL TSUJIHARA, Chief, Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Proposed establishment of a new class of Certified Nursing Assistant, Correctional Facility; revisions to Alternate Range Criteria 348; and reallocation of incumbents who possess a current Nursing Assistant Certificate.

SUMMARY OF ISSUES:

The California Department of Corrections and Rehabilitation (CDCR) propose the establishment of a new safety classification of Certified Nursing Assistant (CNA), Correctional Facility (CF). CDCR has approximately 120 inmates that require 24-hour nursing services in long-term facilities. The institutions also have an aging inmate population and anticipate more inmates will require assistance with activities of daily living due to functional limitations associated with the aging process. The CDCR currently utilizes the Hospital Aid (HA), CF classification in the hospice program at the California Medical Facility and at the Venture Youth Correctional Facility, which is designated as a safety class. Given the various court mandates, the Department is moving toward the usage of medical classes that require licensure/certification in the adult institutions. Currently, the Department does not have a CNA classification. CDCR has been utilizing registry CNAs to perform nursing duties that require a higher skill level. To address these issues, CDCR is proposing to establish a new classification of CNA, CF to reflect the changing needs of the CDCR medical programs. Incumbents in the Hospital Aid (HA), CF classification which meet the proposed MQs of the CNA, CF class will be moved into the new classification by Board Action.

CONSULTED WITH:

JENNIFER NOLAN, California Department of Corrections and Rehabilitation
DEBRA SANTIAGO, California Department of Corrections and Rehabilitation
JENNIFER ROCHE, State Personnel Board
KAREN COFFEE, State Personnel Board
BRIAN LEAR, Department of Personnel Administration

In accordance with the terms of the DPA/SEIU contract, DPA has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

See attached proposal.

RECOMMENDATIONS:

1. That the deep class of Certified Nursing Assistant, Correctional Facility, be established as a safety class; the proposed specification for the class as shown in this calendar be adopted.
2. That Alternate Range Criteria 348 be amended as follows:

Range A. This range shall apply to incumbents who do not meet the criteria for Range B.

Range B. This range shall apply to persons who have satisfactorily completed one year in the California state service performing the duties of a Certified Nursing Assistant, Range A or Certified Nursing Assistant, Correctional Facility, Range A.

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

3. That the following resolution be adopted:
 - a. WHEREAS the State Personnel Board on July 1, 2006 established the safety class of Certified Nursing Assistant, Correctional Facility; and the duties and responsibilities of this class were substantially included in the existing class of Hospital Aid, Correctional Facility; and

WHEREAS the knowledge and abilities required for the Certified Nursing Assistant, Correctional Facility, were substantially tested for in the examination for the class of Hospital Aid, Correctional Facility: Therefore be it

RESOLVED, that any person in the Department of Corrections and Rehabilitation, California Medical Facility with civil service status in the class of Hospital Aid, Correctional Facility who possess a current Nursing Assistant Certificate issued by the Department of Health Services on July 1, 2006 shall be reallocated to the class of Certified Nursing Assistant, Correctional Facility, Range A and hereby granted the same civil service status in that class without further examination.

- b. WHEREAS Title 2, California Code of Regulation Section 431 states "Unless otherwise provided by resolution of the board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparison"; and

WHEREAS placement in each alternate range of the class of Certified Nursing Assistant, Correctional Facility, represents recognition of a higher level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the class of Certified Nursing Assistant, Correctional Facility, or comparable or higher level classes; and

WHEREAS as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion, or satisfying the alternate range criteria: Therefore be it

RESOLVED, That salary Ranges A and B for the class of Certified Nursing Assistant, Correctional Facility, may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the class of Certified Nursing Assistant, Correctional Facility, and other classes; and be it further

RESOLVED, That for the class of Certified Nursing Assistant, Correctional Facility, the maximum currently authorized for Range B of the class shall be the salary range used to make salary comparisons for mandatory actions.

B. CLASSIFICATION CONSIDERATIONS

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

In April 2001, *Plata v. Davis* was filed in federal court contending that the California Department of Corrections and Rehabilitation (CDCR) was in violation of the Eighth and Fourteenth amendments of the United States Constitution by providing inadequate medical care to prison inmates. Some specific examples of key issues raised in the case include (1) the lack of nationally recognized medical guidelines for managing inmates with chronic illness, (2) inappropriate and inconsistent medical follow-up visits, (3) inadequate number of registered nurses, and (4) poor coordination between medical and custody staff.

The state entered into a settlement agreement, committing to significant changes in the delivery of health care services to inmates. Generally, the settlement agreement focuses on improving inmate access to health care, as well as the quality of health care services provided in the prisons. Under the agreement, independent court-appointed medical experts monitor the implementation of the agreement, and periodically report to the court on the state's progress in complying with the agreement.

The CDCR has identified 120 inmates that require 24-hour nursing services in long-term facilities. With an aging inmate population, CDCR anticipates more and more inmates will require assistance with activities of daily living due to functional limitations associated with the aging process. The Department currently utilizes the Hospital Aid (HA), Correctional Facility (CF) classification in the hospice program at California Medical Facility and at the Ventura Youth Correctional Facility. The Hospital Aid (HA), Correctional Facility (CF) classification is currently designated as a "safety" class.

Since use of the HA, CF classification has been confined to these institutions due to an old agreement with the Service Employees International Union Local 1000, and the Department does not have a Certified Nursing Assistant (CNA) classification, the CDCR utilizes registry CNAs to perform nursing duties that require a higher skill level. Given the various court mandates, the Department is moving toward the usage of medical classes that require licensure/certification. To address these issues, CDCR is proposing to establish a new safety classification of CNA, CF. The proposed new classification will accurately reflect and meet the changing needs of the CDCR medical programs.

The proposed CNA, CF, classification will help the Department meet critical care needs and increase savings by using fewer registry staff to perform necessary duties. The Department anticipates utilizing CNAs at adult and juvenile institutions. Incumbents may act as chaperones and assistants at women's facilities, accompanying inmates or youthful offenders to appointments, and in some cases may assist nursing staff with suicide watches. In addition, employees hired into the CNA classification will be assigned to provide direct patient care to inmates and youthful offenders. In doing so, the CNA will be expected to maintain order and supervise the conduct of inmates or youthful offenders; maintain the safety of persons and property; prevent escapes; prevent injuries by inmates or youthful offenders to themselves, to others, or to property; to maintain security of working areas and work materials; to inspect premises, and search inmates, youthful offenders, and patients for contraband, such as weapons or illegal drugs as part of their duties. Therefore, it is appropriate that the CNA, CF classification used by CDCR be designated as a safety classification.

The CDCR currently uses two registry CNAs for every 33 patients in General Acute Care Hospitals, Ambulatory Care Clinics, and Correctional Treatment Centers or approximately eight CNA per facility. The Registered Nurse (RN), CF classification oversees patient care and CNA tasks, and the Supervising RNs supervise the registry staff. The CDCR currently has approximately 344 vacancies in the RN, CF classification. The Division of Correctional Health Care Services plans to reclass approximately 25 of the vacant RN, CF positions to CNA, CF positions, although more RN, CF positions may be reclassified as needed. Additionally, the Division of Juvenile Justice plans to use up to 25 CNAs at juvenile facilities throughout the state, with the possibility of utilizing more in the future. The CDCR is currently reorganizing its health care programs so that inmates with similar health care needs will be located at the same facility, instead of scattered throughout the health care system. As a result of this reorganization, as well as the coming receivership of the health care system, it is not known exactly how many CNA, CF, positions will be needed. Current employees in the HA, CF classification who meet the MQ of the CNA, CF classification will be transferred into the CNA, CF, classification through Board Action. The CDCR may continue to use the HA, CF classification in areas requiring a lower level of nursing care/skill than that of the CNA, CF, classifications.

CLASSIFICATION CONSIDERATIONS

2. What classification(s) does the subject class(es) report to?

The CNA, CF, will be under the supervision of a Supervising Registered Nurse, CF or a Physician and Surgeon, CF.

3. Will the subject class(es) supervise? If so, what class(es)?

The CNA, CF, will not supervise staff.

4. What are the specific duties of the subject class(es)?

The CNA, CF, provides care and attends to the physical needs of patients: bathes, dresses, feeds, clip nails, provides oral hygiene and turns bed-ridden patients; assists with positioning, ambulating and transferring patients; administers non-legend topical preparations and foot soaks to unbroken skin; takes and records blood pressure, temperature, pulse and respiration; measures and records the amount of intake and output of fluids; gives cleaning and retention enemas and laxative suppositories; collects and labels specimens of urine or feces for laboratory examination; observes and reports clinical symptoms and behaviors; prepares patients for examination by physician; assists medical or licensed nursing staff before, during and after patient's treatment program; escorts patients to and from surgery, clinics, and other hospital units; performs basic cleaning in surgical area by cleaning instruments and equipment, and restocking supplies, assists with the application of topical dressings; administers basic life support in emergency situations; assists activity program for patients, i.e., bed, sitting, and ambulatory exercises; maintains order and supervises the conduct of persons committed to the CDCR; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

5. What is the decision-making responsibility of the subject class(es)?

A CNA, C, is a licensed and skilled health care professional, trained to provide health care services and guidance needed by a patient.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

CNA, CF, provide basic nursing services to inmates and youthful offenders. Incumbents bathe, feed, lift, and transport patients, and identify problems that require consultation with the Supervising Registered Nurse, CF or Physician and Surgeon, CF. Failure to do so may result in inmates and youthful offenders not receiving adequate medical services.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

CNA, CF are expected to take and record blood pressure, temperature, pulse and respiration; observe and report clinical symptoms and behaviors.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

The CNA, CF, is in contact with inmates and youthful offenders in providing basic health care services. Incumbents also need to maintain good working relationships with other members of the health care team (i.e., registered nurses, physician assistants, mid-level practitioners, physicians, and other clinicians).

NEED FOR NEW CLASS (if necessary)

9. For New classes only: what existing classes were considered and why were they not appropriate?

The State currently has a generalist CNA classification; however, it was established exclusively for the Department of Veterans Affairs. Under medical or licensed nursing supervision, the CNA classification provides nursing care to primarily geriatric patients who are physically ill, disabled, or convalescent at the Veteran Home of California. Given the Federal Court's orders regarding patient care, along with an aging inmate population, the proposed CNA, CF, is the appropriate classification in situations where the level of nursing care required is higher than that of a HA, CF. Establishment of the proposed new classification of CNA, CF, will provide CDCR with licensed nursing assistants, and will facilitate the provision of health care to inmates and youthful offenders.

While the typical tasks, knowledge, skills, and abilities of the CNA, CF, are similar to that of the HA, CF, there are some differences. For example, a CNA may take and record temperature, pulse, respiration, report clinical symptoms, and administer basic life support as needed. The HA, CF performs more basic nursing services: bathing, feeding, dressing patients, assisting meal service, etc. Additionally, the minimum qualifications for the CNA classification are more stringent than those of the HA, CF classification. The CNA classification requires possession of a current Nursing Assistant Certificate issued by Department of Health Services, in addition to six months experience providing direct patient care. The HA, CF classification also requires six months experience providing direct patient care, but does not require possession of a Nursing Assistant Certificate.

Since incumbents will be required to maintain order and supervise the conduct of inmates and youthful offenders and maintain the safety of persons and property; to prevent escapes of and injury by persons committed to the CDCR, to

themselves, to others, or to property; to maintain security of working areas and work materials; to inspect premises and search inmates, youthful offenders, and patients for contraband, such as weapons or illegal drugs, it is appropriate to add a correctional facility designation to the classification and to designate the class as safety.

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

In order to work in long-term care facilities in California, the Department of Health Services requires that nursing assistants must be certified within six months of employment and obtain 24-hours of continuing education each year, and recertification every two years. Therefore, CDCR is proposing the following minimum qualifications:

Possession of a current Nursing Assistant Certificate issued by the Department of Health Services.

and:

Six months of patient care experience as (1) a medical corpsman in a branch of the armed forces; (2) a practical vocational nurse under the direction of a doctor; or (3) an attendant caring for physically ill and/or disabled patients in a public or private institution.

PROBATIONARY PERIOD

☒ Six Months

11. If a probationary period other than six months is proposed, what is the rationale?

It is proposed that the probationary period be six months. Incumbents in the proposed new class will be exposed to most work assignments during the six-month period and will provide sufficient time for the supervisors to effectively evaluate job performance.

STATUS CONSIDERATIONS

12. What is the impact on current incumbents?

Current incumbents at the California Medical Facility in the class of HA, CF who possess a current Nursing Assistant Certificate issued by the Department of Health Services will be reallocated by SPB board action. For those employees who do not possess a current Nursing Assistant Certificate will remain in their current class of HA, CF until they obtain the Nursing Assistant Certificate at

which time they will be transferred to the new class of CNA, CF. Vacant HA, CF positions will be reclassified to CNA, CF, positions. Some vacant Registered Nurse, CF positions will also be reclassified to CNA, CF, positions. Additionally, CDCR will be reviewing the use of the HA, CF class at the Ventura Youth Correctional Facility.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Current HA, CF employees at CDCR, California Medical Facility who possess a Nursing Assistant Certificate issued by the Department of Health Services will be reallocated by SPB board action into Range A of the CNA, CF, classification as the duties and responsibilities of this class were substantially included in the HA, CF class.

CONSULTED WITH

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Carmen Hobbs, R.N., CDCR, Division of Correctional Health Care Services
David Gransee, Health Care Administrator, CDCR, Division of Juvenile Justice

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

Schematic Code: TL82
Class Code: 8182
Established:
Revised: --
Title Changed: --

CERTIFIED NURSING ASSISTANT, CORRECTIONAL FACILITYDEFINITION

Under medical or licensed nursing supervision, perform simple nursing tasks involved in the care of physically ill or disabled patients in a State correctional facility in the California Department of Corrections and Rehabilitation; assist the physician or nurse with examination and treatments of patients; motivate and assist patients in developing and utilizing their maximum potential for self-care; maintain order and supervise the conduct of inmates, youthful offenders, or patients; protect and maintain the safety of persons and property; maintain security of work areas and work materials; and do other related work.

TYPICAL TASKS

Provide care and attend to the physical needs of patients; bathe, dress, feed, clip nails, provide oral hygiene, and turn bed-ridden patients; assist with positioning, ambulating, and transferring patients; administer nonlegend topical preparations and foot soaks to unbroken skin; take and record blood pressure, temperature, pulse, and respiration; take and record weight and height; measure and record the amount of intake and output of fluids; give cleaning and retention enemas and laxative suppositories; collect and label specimens of urine or feces for laboratory examination; observe and report clinical symptoms and behaviors; prepare patient for examination by physician; assist medical or licensed nursing staff before, during, and after patient's treatment program; escort patients to and from surgery, clinics, and other hospital units; perform basic cleaning in surgical area by cleaning instruments and equipment, and restocking supplies; assist with the application of topical dressings; administer basic life support in emergency situations; assist activity program for patients, i.e., bed, sitting, and ambulatory exercises; encourage patients to develop and maintain muscle tone and range of motion to increase ability to perform activities of daily living; assist and encourage patients in accepting and utilizing special devices and equipment prescribed for physical comfort and/or rehabilitation; assist in serving meals and special diets; sort, count, and distribute linen; keep patient and his/her clothing and bed clean; perform other tasks as required and as defined by the California Code of Regulations, Title 22, Division 5, Chapter 2.5, Article 3, 71835

through 71841; maintain order and supervise the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevent escapes and injury of these persons, to themselves, to others, and to property; maintain security of work areas and work materials; and inspect premises and search inmates, youthful offenders or patients for contraband, such as weapons or illegal drugs.

MINIMUM QUALIFICATIONS

Possession of a current Nursing Assistant Certificate issued by the Department of Health Services.

and

Six months of patient care experience as (1) a medical corpsman in a branch of the armed forces; (2) a practical vocational nurse under the direction of a doctor; or (3) an attendant caring for physically ill and/or disabled patients in a public or private institution.

KNOWLEDGE AND ABILITIES

Knowledge of: Routine techniques for bathing, feeding, lifting, and transporting patients, making beds, and caring for patients' clothing and other property; hospital routine and procedure; appropriate methods and attitudes for meeting the physical and psychosocial needs of physically ill and/or disabled patients; and basic first aid.

Ability to: Develop skills in the performance of routine hospital techniques of bathing, feeding, lifting, and transporting patients, making beds, and caring for patients' clothing and other property; assist medically trained personnel; communicate at the level required for successful job performance; keep simple records; follow oral and written directions; and analyze situations accurately and participate in an appropriate course of action.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients in a State correctional facility; willingness to work in a correctional facility in the California Department of Corrections and Rehabilitation and comply with safety and security procedures; and willingness to interact with staff and inmates or youthful offenders from a wide range of cultural backgrounds in a professional manner.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the 12th grade.

June 6, 2006

TO: STATE PERSONNEL BOARD

FROM: DEBRA THOMPSEN, Staff Personnel Program Analyst
Classification and Compensation Division
Department of Personnel Administration

REVIEWED BY: JOSIE FERNANDEZ, Program Manager
Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Revisions to the Minimum Qualifications of Senior Investment Officer/Portfolio Manager, Public Employees' Retirement System (PERS) series specification specialties of Alternative Investments, Asset Allocation/Risk Management, Fixed Income, Global Equities, and Real Estate; Change the title of Investment Manager, PERS (Asset Allocation/Risk Management) to Portfolio Manager, PERS (Asset Allocation/Risk Management) and Establish the class of Senior Portfolio Manager, PERS (Asset Allocation/Risk Management) with a 12-month probationary period.

SUMMARY OF ISSUES:

The California Public Employees' Retirement System (CalPERS) proposes various revisions to the Senior Investment Officer/Portfolio Manager, PERS series specifications of Alternative Investments, Asset Allocation/Risk Management, Fixed Income, Global Equities, and Real Estate, as follows:

- Modify the title of Investment Manager, PERS (Asset Allocation/Risk Management) to Portfolio Manager, PERS (Asset Allocation/Risk Management)
- Add a promotional pattern for Investment Officer III within all the Portfolio Manager, PERS specialty classes.
- Establish the level of Senior Portfolio Manager, PERS (Asset Allocation/Risk Management) within the Senior Investment Officer/Portfolio Manager, PERS (Asset Allocation/Risk Management) series specification.
- Revise the minimum qualifications within the Senior Investment Officer, PERS (Asset Allocation/Risk Management) to reflect the Investment Manager title change to Portfolio Manager, and add the new Senior Portfolio Manager, PERS (Asset Allocation/Risk Management) as a promotional pattern

The proposed revisions add appropriate new classes to the minimum qualification patterns, provide consistent descriptive language and levels within the Senior Investment Officer/Portfolio Manager, PERS series, and address the evolving needs of CalPERS operating environment.

These are managerial classifications, and CalPERS has notified the managerial employees of the changes and confirmed there is no opposition to this proposal.

Incumbents in the class of Investment Officer III will have an opportunity to participate in the exam process for the Portfolio Manager specialties.

Incumbents in the class of Portfolio Manager, PERS (Asset Allocation/Risk Management) will have an opportunity to participate in the exam process for the new class of Senior Portfolio Manager PERS (Asset Allocation/Risk Management).

Future appointments to the new class of Senior Portfolio Manager PERS (Asset Allocation/Risk Management) will be by competitive exam.

CONSULTED WITH:

JOEY HERRERA, Personnel Analyst, PERS
LAURIE MENCHACA, Classification Manager, PERS
CHRIS O'BRIEN, Chief of Human Resources, PERS

See Attached Proposal

RECOMMENDATIONS:

1. That the title of the class Investment Manager, PERS (Asset Allocation/Risk Management) be changed to Portfolio Manager, PERS (Asset Allocation/Risk Management); and the proposed revised specification for the class appearing in the Senior Investment Officer/Portfolio Manager, PERS (Asset Allocation/Risk Management) series specification as shown in this calendar be adopted.
2. That the class of Senior Portfolio Manager, PERS (Asset Allocation/Risk Management) be established; the proposed specification for the class appearing in the Senior Investment Officer/Portfolio Manager, PERS (Asset Allocation/Risk Management) series specification as shown in this calendar be adopted; and the probationary period for the class be 12 months.
3. That the proposed revised specifications for the following series as shown in this calendar be adopted:

Senior Investment Officer/Portfolio Manager, PERS (Alternative Investments)
Senior Investment Officer/Portfolio Manager, PERS (Asset Allocation/Risk Management)
Senior Investment Officer/Portfolio Manager, PERS (Fixed Income)

Senior Investment Officer/Portfolio Manager, PERS (Global Equities)
Senior Investment Officer/Portfolio Manager, PERS (Real Estate)

B. CLASSIFICATION CONSIDERATIONS

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The California PERS (CalPERS) is the nation's largest public pension plan and the 39th largest money management institution, in the United States. In fact, in June 2005 the pension fund reached an all-time high of \$200 billion. CalPERS' investments span both domestic and international markets. The CalPERS Board of Administration has investment authority and sole fiduciary responsibility for the management of the System's assets. The Board accomplishes this through its Investment Committee, management, and more than 140 staff in the Investment Office who carry out the daily activities of the investment program.

In the Asset Allocation/Risk Management unit of the Investment Office, incumbents develop, implement, and monitor asset allocation decisions of the CalPERS' Board of Administration. Incumbents evaluate the centralized asset allocation and risk management programs for the entire CalPERS investment portfolio, as well as develop projections and assumptions regarding investment risks and returns. Typical duties include to effectively allocate risk to earn the highest return at the chosen level of risk, and to develop and implement investment strategies, under risk management guidelines and balanced asset criteria. In addition, the unit is responsible to evaluate and monitor approximately 100 outside fund managers, investment partners and to develop policies and implement the enterprise-wide Risk Management program

Risk Management is the starting point and the most important element of CalPERS successful return on investment is our asset allocation. We must ensure diversification among stocks, bonds, cash and other investments. All factors, including liabilities, benefit payments, operating expenses, and employer and member contributions are taken into account in determining the appropriate asset allocation mix. Our goal is to maximize returns at a prudent level of risk and an ever-changing balancing act between market volatility and long-term goals.

In accordance with SB 269, on January 13, 2004, appropriate civil service classifications were established for the senior level Investment Office staff for each specialty area. The class titles are as follows:

- Investment Manager, Public Employees' Retirement System (Asset Allocation/Risk Management) ; and
- Portfolio Manager, Public Employees' Retirement System (Alternative Investments), (Fixed Income), (Global Equities), (Real Estate)
- Senior Portfolio Manager, Public Employees' Retirement System (Alternative Investments), (Fixed Income), (Global Equities), and (Real Estate)

- Senior Investment Officer, Public Employees' Retirement System (Asset Allocation/Risk Management), (Alternative Investments), (Fixed Income), (Global Equities), and (Real Estate);

Although the need for a mid-level classification was recognized when the current Asset Allocation/Risk Management classification series was established on January 13, 2004, a decision at that time was made to not include a mid-level manager class in the series. However, based on the following changes, CalPERS identified the need to propose modifications to the investment series:

Growth - CalPERS has experienced a 37% increase in the pension fund over the past two years and has expanded investment opportunities that include an increased amount of international investing and an expanded use of hedge fund activity. Since the Asset Allocation/Risk Management program area was developed, the number of staff has stabilized, but as the program continues to grow levels of complexity in the work is now being realized. Future growth in staff is expected to be minimal, but level of oversight being provided to over 100 external fund managers and investment partners is expected to grow as new investment opportunities and challenges are presented. Some of these new challenges will be presented as the defined contribution is developed and if implemented, will require consolidation and unitizing of funds. Future changes in the Real Estate area will include investing in non-traditional, non-core real estate and an increased amount in international investing. This will require additional external fund managers and will add to the complexity of oversight currently being provided.

Complexity - Recently, CalPERS embarked on a large-scale project to develop and employ a comprehensive framework for measuring, monitoring, and managing risk enterprise wide— the CalPERS' Risk Management System (RMS). Risk Management is now being measured more globally on an enterprise wide level in a centralized and systematic approach rather than a silo approach for each specialty area. To provide this single risk platform, all asset classes must be integrated into the RMS. This is an incredibly complex task because each asset class has its own unique risk parameters that do not combine easily. The Senior Investment Officer (SIO) must provide closer oversight and control over subordinate staff, external advisers, and consultants in determining how asset classes are correlated with one another in order to uncover unintended bets or inappropriate weightings in the holdings.

With implementation of the RMS, the SIO must learn and understand new and various complex mathematical approaches. The RMS provides detailed analysis of predicted volatilities, both on an absolute and relative basis. The SIO must understand both parametric and simulation-based methods such as historical and Monte Carlo to measure market risk across asset classes and stress test at either a single portfolio or aggregate level. The SIO must have a working knowledge of all asset classes within the entire fund and must understand and communicate with upper management the interpretation of risk measures that will be produced from the RMS system. With

universal access to risk data, CalPERS portfolio managers can incorporate risk analysis into their buy/sell decisions.

New Demands – The increased duties and responsibilities have made it impractical for the SIO to focus on strategic planning issues. Within the last year, the Board approved internal investment into international equity instruments, which entails the analysis of risks involved in trading on foreign stock exchanges as well as currency risk associated with global markets. The SIO must be able to make critical decisions on risk management at the enterprise level and represent the CalPERS Board of Administration and the Investment Office before the Legislature, external investment community members and the media on issues related to CalPERS Asset Allocation and Risk Management functions. Adding a mid-level manager (proposed Senior Portfolio Manager) will assist in addressing the additional responsibilities performed by the unit.

Therefore, after further consideration and evaluation, based on increased responsibilities resulting from the continued growth and complexity in the Asset Allocation/Risk Management program area it is critical the proposed Senior Portfolio Manager, PERS (Asset Allocation/Risk Management) classification be inserted into the series to provide the necessary technical knowledge and skills, closer oversight, guidance, and control to subordinate managers, external advisors and consultants.

The proposed changes within this proposal are:

- Change the current title of the Investment Manager (Asset Allocation/Risk Management) classification to Portfolio Manager, (Asset Allocation/Risk Management) and update the minimum qualifications on the classification specification to be consistent with other Portfolio Managers (Alternative Investment, Fixed Income, Global Equities, and Real Estate) classes.
- The class of Investment Officer III was established on November 13, 2004 to perform at the advanced journey level. Therefore, CalPERS requests adding the Investment Officer III experience to the minimum qualifications for all Portfolio Manager classes which are as follows: Alternative Investment, Fixed Income, Global Equities, Real Estate, and Asset Allocation/Risk Management.
- Establish a Senior Portfolio Manager (SPM) parenthetical classification for Asset Allocation and Risk Management to relieve the SIO of the added duties and provide closer oversight to the Portfolio Managers, external advisors and consultants. The SPM will function as the assistant program manager to act in the absence of the SIO and will provide other administrative functions on behalf of the SIO.
- The Senior Investment Officer, PERS (Asset Allocation/Risk Management) level remains intact with the exception of updating the minimum qualifications to be consistent with all Senior Investment Officer series as follows:

- Change title from Investment Manager to Portfolio Manager, PERS (Asset Allocation/Risk Management in the existing promotional pattern
- Add Senior Portfolio Manager, PERS (Asset Allocation/Risk Management as a promotional pattern

CLASSIFICATION CONSIDERATION

2. What classification(s) does the subject class(es) report to?

The Portfolio Manager (formerly titled Investment Manager), PERS (Asset Allocation/Risk Management) will report to Senior Portfolio Manager (Asset Allocation/Risk Management), where such positions exist, or directly to Senior Investment Officer (Asset Allocation/Risk Management).

The proposed Senior Portfolio Manager, PERS (Asset Allocation/Risk Management) reports to the Senior Investment Officer (Asset Allocation/Risk Management).

The Senior Investment Officer, PERS (Asset Allocation/Risk Management) reports to the Chief Investment Officer.

3. Will the subject class(es) supervise? If so, what class(es)?

The Portfolio Manager (formerly titled Investment Manager), PERS (Asset Allocation/Risk Management) will have responsibility for supervision of subordinate staff, typically civil service classes, such as Investment Officer I/II/III, PERS.

The proposed Senior Portfolio Managers (Asset Allocation/Risk Management) and Senior Investment Officer PERS (Asset Allocation/Risk Management) will have responsibility for supervision of Portfolio Managers (Asset Allocation/Risk Management) and other existing civil service classes, such as Investment Officer I/II/III, PERS. The senior level will also oversee outside advisors and consultants.

4. What are the specific duties of the subject class(es)?

There is no change to the concept of Portfolio Manager. The Portfolio Managers (formerly titled Investment Manager) PERS (Asset Allocation/Risk Management) manage the day-to-day implementation of a major program element (either asset allocation or risk management or other specialized quantitative assessment functions) and are expected to make significant contributions to the development of overall asset allocation strategy and enterprise-wide risk management strategy. Typical duties include: assist with the preparation for the Risk Management and Asset/Liability Management workshop; recommend new and innovative risk management and asset allocation strategies; implement the technology required for effective risk management; utilize complex quantitative models to competently evaluate key risks of the System; research improved methods to model the risk profile for complex assets such as real estate, alternative investments, convertibles, and hedge funds; research the effect of changing correlations used in the assumptions for asset allocation and risk

management; research ways to manage risk under extreme environments; research various methods to rebalance the Fund; assist in incorporating liabilities into the risk system; manage, monitor and evaluate subordinate staff; review and present Board and Committee reports as required; contribute to overall investment policy decision-making; speak for and represent CalPERS in the investment community on issues related to Asset Allocation and Risk Management.

The proposed Senior Portfolio Manager PERS (Asset Allocation/Risk Management) will function as Assistant Program Managers within their area of specialty, and are responsible for providing supervision and oversight to Portfolio Managers, external advisors and consultants, and other administrative functions on behalf of the Senior Investment Officer, and may act for the Senior Investment Officer in his/her absence. Incumbents assist in the management of the centralized Asset Allocation and Risk Management function and this level will be used when the number of Portfolio Managers, external advisors and consultants, combined with other program characteristics, involving the various program elements of asset allocation and the management of investment risk, make it impractical for the Senior Investment Officer to directly supervise all of the program's major functions. Typical tasks include: translate complex quantitative concepts into understandable implications; identify current risks, anticipate future risks, and mitigate unintended risks for the investment portfolio; allocate risk to earn the highest return at the chosen level of risk; coordinate and manage the Asset/Liability Management and Risk Management workshops; document implementation of Asset Allocation policy for the PERF and affiliated funds, such as the Legislative portfolio, Long Term Care and Judges; participate and direct research for asset allocation projects; design and implement technology infrastructure for the risk management program; coordinate effort to incorporate liabilities into the risk system; participate in decisions to make tactical changes; and prepare reports and make presentations before the Board of Administration.

There is no change to the concept of Senior Investment Officer. The Senior Investment Officer PERS (Asset Allocation/Risk Management) functions as a Program Manager within his/her area of specialty, and is responsible for the overall management of the centralized Asset Allocation and Risk Management function. Incumbents participate as a member of the senior management team, to develop overall strategy for Asset/Liability management. Typical tasks include: develop policies and recommendations for allocation of assets, both strategically and tactically; oversee and document implementation of Asset Allocation and Risk Management policies for the Public Employees' Retirement Fund (PERF) and affiliated funds; review and oversee the implementation of the technology infrastructure for the risk management program; oversee the incorporation of liabilities into the risk system; create a "risk conscious" culture throughout the Investment Office; coordinate program function with all other investment programs to ensure consistency and high quality across asset classes, portfolios and investment strategies; establish objectives and performance standards; monitor and evaluate performance of staff relative to the achievement of objectives; prepare reports and agenda items and make presentations before the Investment Committee and the Board of Administration; participate in the selection of investment staff, external advisors and consultants; ensure asset allocation and risk management

thoroughly meet the needs of senior management and executive staff; and act as a representative of CalPERS in the investment community on issues related to Asset Allocation and Risk Management.

5. What is the decision-making responsibility of the subject class(es)?

The Portfolio Managers (PERS) (Asset Allocation/Risk Management) manages the day-to-day implementation of a major program element (either asset allocation or risk management or other specialized quantitative assessment functions); provides consultative services in the evaluation of external advisors; ensures asset allocation and risk management programs meet the needs of the Board of Administration and other executive management.

The proposed Senior Portfolio Managers (PERS) (Asset Allocation/Risk Management) function as the Assistant Program Managers and assists making decisions on asset management/risk management contracts and policies; new and innovative investment strategies; monitors and evaluates performance of subordinates and external managers; make recommendations to the Investment Committee and ensures asset allocation and risk management programs meet the needs of the Board of Administration and other executive management.

The Senior Investment Officer (PERS) (Asset Allocation/Risk Management) make decisions on managing the centralized asset allocation and risk management functions for the entire fund; including overall strategies and new enterprise-wide programs; implementation of risk and evaluating performance evaluation; and ensures that asset allocation and risk management programs meet the needs of the Board of Administration and other executive management.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

The consequence of error for the proposed class and existing classes is high, and inappropriate exercise of judgment could result in a substantial loss of funds that could negatively impact the ability of CalPERS to continue to fund its programs and provide for its members. Poorly executed investment policies and practices could cause embarrassment to the department and the State, as well as weaken the department's abilities to leverage financial opportunities within the investment community. The ultimate result could be an increase in employer contribution rates or decrease or loss of funding for hundreds of thousands of members of CalPERS.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

The analytical requirements for the proposed classes are similar in scope, but vary in depth. At all levels incumbents must be able to gather and analyze a broad range of economic and investment information, and synthesize it into concise and coherent conclusions and recommendations; work effectively with the Board of Administration

and gain their confidence; organize and present complex investment information, analyses and alternatives in a manner that can be readily understood by persons who are not investment professionals; use a variety of analytical techniques to develop and analyze asset allocation alternatives; use a variety of quantitative techniques to measure and monitor risk within and across various investment categories; adapt effectively to changing market conditions; work effectively with a broad variety of external contacts, such as external consultants and investment managers; make clear and concise oral and written presentations; establish and maintain cooperative relations with those contacted in course of work.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

At all levels, incumbents have interaction with the Board of Administration and internal executive staff, committee members, external consultants and advisors, legal staff, legislative committee members and staff, subordinate internal staff, media, and others involved in the investment community. Incumbents prepare and present reports which assist the Board of Administration and its committees in establishing policies and investment strategies; monitor and evaluate performance of external investment managers; provide technical information regarding legal issues; respond to legislative requests; supervise or lead internal staff; and interact with members at all levels of the investment community regarding investment activities.

NEED FOR NEW CLASS:

9. For new classes only: What existing classes were considered and why were they not appropriate?

The proposed class, Senior Portfolio Manager, Public Employees' Retirement System (Asset Allocation Risk Management), is comparable to the other mid-level classification that exists in the other specialty areas of the Investment Office at CalPERS. Although duties and responsibilities are similar in each specialty area, the Asset Allocation/Risk Management area requires specific knowledge and abilities unique to this specialty to provide the necessary oversight, guidance and control to subordinate managers, external advisors and consultants. Incumbents must possess the knowledge of various types of investments and their characteristics, including equities, fixed income investments, real estate, and alternative investments, asset allocation principles and practices, and the role of asset allocation in meeting pension system objectives; external investment consulting resources, particularly in the areas of asset allocation and risk management; factors affecting pension system decisions on asset allocation and risk, including benefit payment liabilities; investment risk management principles and practices; quantitative analysis used to determine and monitor investment risk; methods for offsetting or mitigating investment risks; and computer applications used in asset allocation and risk analysis. Incumbents must be able to use a variety of analytical techniques to develop and analyze asset allocation alternative and use a variety of quantitative techniques to measure and monitor risk within and across various investment categories.

MINIMUM QUALIFICATIONS:

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

There is no change to the education requirement. The following education is required for all levels when non-California State service is used to qualify:

Education: Equivalent to graduation from college with major work in business administration, economics, finance, mathematics, or a closely related field.

Portfolio Manager PERS (Asset Allocation/Risk Management)

A title change is proposed from Investment Manager (Asset Allocation/Risk Management) to Portfolio Manager (Asset Allocation/Risk Management) to be consistent with all CalPERS Portfolio Manager specialty classes.

Portfolio Manager, All CalPERS classes

The minimum qualifications currently include two years experience performing duties of an Investment Officer II, Retirement Systems, or five years of broad and extensive investment management experience pertinent to the specialty and equivalent to graduation from college with major work in business administration, economics, finance or a closely related field.

The class of Investment Officer III was established on November 13, 2004 to perform at the advanced journey level. It is proposed this class be included in the minimum qualifications of the Portfolio Manager (Alternative Investment, Asset Allocation/Risk Management, Fixed Income, Global Equities, and Real Estate) classes to provide for advancement opportunities. The proposed requirement is one year experience performing duties of an Investment Officer III. The Portfolio Manager experience requirement for the Investment Officer II and III are appropriate because both promotional patterns result in 42 to 48 months of cumulative experience.

Proposed - Senior Portfolio Manager PERS (Asset Allocation/Risk Management)

The minimum qualifications require two years experience as a Portfolio Manager PERS (Asset Allocation/Risk Management) or seven years of broad and extensive investment management experience pertinent to Asset Allocation/Risk Management; including some experience leading professional staff; and equivalent to graduation from college with major work in business administration, economics, finance or a closely related field. An appropriate advanced degree may also be substituted for one year of experience. The requirements are appropriate because they are similar to the minimum qualifications for all other Senior Portfolio Manager classifications in the various specialty areas.

Senior Investment Officer PERS (Asset Allocation/Risk Management)

The minimum qualifications are being revised to reflect the title change of the Investment Manager to Portfolio Manager and the addition of the Senior level in the series. The proposed requirements are four years of experience as a 'Portfolio Manager' PERS (Asset Allocation/Risk Management) or two years experience as Senior Portfolio Manager PERS (Asset Allocation/Risk Management). The outside pattern of seven years is revised to reflect the term 'broad and extensive management experience', including some supervision of professional staff, and equivalent to graduation from college with major work in business administration, economics, finance, or a closely related field, to be consistent with the other specialties and to identify to the breadth of experience required.

The requirements are similar to the minimum qualifications of the Senior Investment Officer classifications in all specialty areas.

PROBATIONARY PERIOD

11. If a probationary period other than six months is proposed, what is the rationale?

All classes in proposal will be designated Managerial, and accordingly be established with 12-month probation periods. Classes involve responsibilities for planning and directing work and performance of others. Planning activities, including developing work plans and arranging budgeting and staffing are performed on an annual or biannual basis. Reviewing, evaluating work performance, and taking appropriate personnel actions, including making staff assignments, taking corrective action, making hires, etc., require more than six months to evaluate an incumbent's performance.

STATUS CONSIDERATIONS:

12. What is the impact on current incumbents?

Incumbents in the class of Investment Officer III will have an opportunity to participate in the exam process for the Portfolio Manager specialties.

Incumbents in the class of Portfolio Manager, PERS (Asset Allocation/Risk Management) will have an opportunity to participate in the exam process for the new class of Senior Portfolio Manager PERS (Asset Allocation/Risk Management).

There are no other status considerations or impact as a result of this proposal

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Future appointments to the new class of Senior Portfolio Manager PERS (Asset Allocation/Risk Management) will be by competitive exam.

CONSULTED WITH:

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Mark Anson, Chief Investment Officer

Patricia Pinkos, Senior Investment Officer - CalPERS

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

SENIOR INVESTMENT OFFICER/PORTFOLIO MANAGER,
PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(ASSET ALLOCATION/RISK MANAGEMENT)
Series Specification
(Established January 13, 2004)

SCOPE

This series specification describes the classifications that are used in development and implementation of the centralized asset allocation and risk management programs for the Public Employees' Retirement System (CalPERS) investment portfolio.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JV35	4668	Investment Portfolio Manager, Public Employees' Retirement System (Asset Allocation/Risk Management)
<u>JV32</u>	<u>4698</u>	<u>Senior Portfolio Manager, Public Employees' Retirement System (Asset Allocation/Risk Management)</u>
JV34	4669	Senior Investment Officer, Public Employees' Retirement System (Asset Allocation/Risk Management)

DEFINITION OF SERIES

The classifications in this series are responsible for developing, recommending, implementing, and evaluating the centralized asset allocation and risk management programs for the CalPERS investment portfolio; working with external consultants to develop projections and assumptions regarding investment returns and risks; conducting workshops for the Board of Administration to identify and reach decisions on the key factors influencing asset allocation and risk management; developing asset allocation models for consideration by the Board of Administration and providing expert consultation to the Board on asset allocation and risk management issues; incorporating consideration of pension payment liabilities into the consideration of asset allocation and risk management alternatives; managing the implementation of the Board's asset allocation decisions; developing and proposing new and innovative asset allocation and risk management strategies; conducting various educational seminars for Board members and staff on asset allocation and risk management; screening, setting objectives for, overseeing, and evaluating the work of external

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Asset
Allocation/Risk Management), Series

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consultants; planning, directing, and evaluating the work of subordinate staff; and assisting in the recruitment, selection, and development of asset allocation/risk management staff.

Incumbents in these classifications are also responsible for identifying and monitoring current risks, anticipating future risks, and developing strategies for mitigating unintended risks; allocating the total amount of risk approved by the Board among the various investment programs, with the goal of maximizing total returns within the total amount of planned risk exposure; determining the risk correlations among various investment classes; providing expert consultation on risk management to professional staff in other CalPERS investment programs; implementing the technology required for effective risk management, including oversight of the data management of the holdings and related benchmarks within the risk management technology solution for the entire CalPERS investment fund; utilizing complex quantitative models to evaluate investment risks within the CalPERS portfolio; researching and developing methods to improve risk management techniques, including improved methods to model risks for specific investment classes, methods for managing risks in extreme environments, and methods for rebalancing the investment fund; and performing other related work.

ENTRY LEVELS

Entry into this series may be at any level in the series.

FACTORS AFFECTING POSITION ALLOCATION

The nature and scope of administrative responsibility; leadership and supervision exercised, particularly with regard to incumbents in classes within this class series; and reporting relationship.

DEFINITION OF LEVELS

INVESTMENT PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(ASSET ALLOCATION/RISK MANAGEMENT)

Positions in this class are responsible for assisting in the management of the centralized asset allocation and risk management programs. In this capacity, incumbents may plan and supervise the work of subordinate staff, typically in the Investment Officer class series. Incumbents manage the day-to-day implementation of a major program element, such as risk management, and provide expert consultation to the Board and staff in this area. Incumbents also

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Employees' Retirement System (Asset
Allocation/Risk Management), Series

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recommend new and innovative strategies, and are expected to make significant contributions to overall investment policy decision-making.

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (ASSET ALLOCATION/RISK MANAGEMENT)

Positions in this class serve as assistant program managers when the number of portfolio managers, external advisors, and consultants, combined with other program characteristics, involving the various program elements of asset allocation and management of investment risk, make it impractical for the Senior Investment Officer to directly supervise all of the program's major functions. The leadership provided by incumbents in this classification may include supervision or guidance of Portfolio Managers, external advisors, and consultants; evaluating the performance of asset allocation and risk management functions; providing internal administrative functions on behalf of the Senior Investment Officer; and acting for the Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (ASSET ALLOCATION/RISK MANAGEMENT)

The position in this class is the manager of the asset allocation/risk management program. In this capacity, the incumbent is responsible for the overall management of the centralized asset allocation and risk management program; participating as a member of the senior management team in the development of the overall CalPERS investment strategies; and representing the CalPERS Board of Administration and the Investment Office before the Legislature, external investment community, and the media on issues relating to asset allocation and risk management.

MINIMUM QUALIFICATIONS

ALL LEVELS

The following education is required when non-California State service is used to qualify at any level:

Education: Equivalent to graduation from college with major work in business administration, economics, finance, mathematics, or a closely related field.

~~INVESTMENT~~ PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (ASSET ALLOCATION/RISK MANAGEMENT)

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Asset
Allocation/Risk Management), Series

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Either I

Experience: One year of experience in the California state service performing the duties of an Investment Officer III, Retirement Systems; or two years of experience in the California state service performing the duties of an Investment Officer II, Retirement Systems, with an assignment in the asset allocation/risk management area, or in another area requiring extensive quantitative analysis.

Or II

Experience: Five years of broad and extensive asset allocation or risk management experience involving a large investment, commodity, or energy portfolio, requiring sophisticated quantitative analysis to achieve desired financial objectives within prescribed risk tolerances. Qualifying State experience must be at a level comparable to that of an Investment Officer II, Retirement Systems.

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (ASSET ALLOCATION/RISK MANAGEMENT)

Either I

Experience: Two years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Asset Allocation/Risk Management).

Or II

Experience: Seven years of broad and extensive asset allocation or risk management experience including some experience in leading or coordinating professional staff, which involved a large investment, commodity, or energy portfolio, requiring sophisticated quantitative analysis to achieve desired financial objectives within prescribed risk tolerances. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Asset Allocation/Risk Management).

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification from a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (ASSET ALLOCATION/RISK MANAGEMENT)

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Asset
Allocation/Risk Management), Series

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Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Portfolio Manager, Public Employees' Retirement System (Asset Allocation/Risk Management).

Or II

Experience: Four years of experience in the California state service performing the duties of ~~an Investment~~ a Portfolio Manager, Public Employees' Retirement System (Asset Allocation/Risk Management) or the duties of another CalPERS Portfolio Manager or Senior Portfolio Manager position requiring extensive quantitative analysis.

Or III

Experience: Seven years of broad and extensive asset allocation or risk management experience, including some supervisory experience over professional staff, which involved a large investment, commodity, or energy portfolio, requiring sophisticated quantitative analysis to achieve desired financial objectives within prescribed risk tolerances. Qualifying State experience must be at a level comparable to that of ~~an Investment~~ a Portfolio Manager, Public Employees' Retirement System (Asset Allocation/Risk Management).

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Economic principles and trends, and their impact on the management of a large and varied investment portfolio; various types of investments and their characteristics, including equities, fixed income investments, real estate, and alternative investments; asset allocation principles and practices, and the role of asset allocation in meeting pension system objectives; external investment consulting resources, particularly in the areas of asset allocation and risk management; factors affecting pension system decisions on asset allocation and risk, including benefit payment liabilities; investment risk management principles and practices; quantitative analysis used to determine and monitor investment risk; methods for offsetting or mitigating investment risks; computer applications used in asset allocation and risk analysis; and principles and practices of supervision, including the manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Asset
Allocation/Risk Management), Series

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Ability to: Gather and analyze a broad range of economic and investment information, and synthesize it into concise and coherent conclusions and recommendations; work effectively with the Board of Administration and gain their confidence; organize and present complex investment information, analyses, and alternatives in a manner that can be readily understood by persons who are not investment professionals; use a variety of analytical techniques to develop and analyze asset allocation alternatives; use a variety of quantitative techniques to measure and monitor risk within and across various investment categories; adapt effectively to changing market conditions; work effectively with a broad variety of external contacts, such as external consultants and investment managers; make clear and concise oral and written presentations; establish and maintain cooperative relations with those contacted in the course of work; and plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (ASSET ALLOCATION/RISK MANAGEMENT)

Ability to: All of the above, and assist in planning and directing the asset allocation/risk management investment program; oversee Portfolio Managers, external advisors, and consultants; perform various investment management and internal administrative functions on behalf of the Senior Investment Officer; and act as Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (ASSET ALLOCATION/RISK MANAGEMENT)

Ability to: All of the above, and provide expert, policy-level consultation to the Board of Administration, and develop asset allocation and risk management options and strategies that are consistent with their investment objectives and policies; and select and manage external consultants.

SPECIAL REQUIREMENT

ALL LEVELS:

Must be able to qualify for a surety bond.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Senior Investment Officer/Portfolio Manager, Public
 Employees' Retirement System (Asset
 Allocation/Risk Management), Series

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Acts in a professional manner and demonstrates a high degree of integrity, honesty and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; exhibits strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
<u>Investment Portfolio Manager, Public</u> Employees' Retirement System (Asset Allocation/Risk Management)	1/13/04	--	--
<u>Senior Portfolio Manager, Public</u> <u>Employees Retirement System (Asset</u> <u>Allocation/Risk Management)</u>	_____	--	--
Senior Investment Officer, Public Employees' Retirement System (Asset Allocation/Risk Management)	1/13/04	--	--

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

SENIOR INVESTMENT OFFICER/PORTFOLIO MANAGER,
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (REAL ESTATE)
Series Specification
(Established January 13, 2004)

SCOPE

This series specification describes the classifications that are used in the management of the real estate portion of the Public Employees' Retirement System (CalPERS) investment portfolio.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JV55	4684	Portfolio Manager, Public Employees' Retirement System (Real Estate)
JV53	4688	Senior Portfolio Manager, Public Employees' Retirement System (Real Estate)
JV51	4691	Senior Investment Officer, Public Employees' Retirement System (Real Estate)

DEFINITION OF SERIES

The classifications in this series are responsible for managing the implementation of the CalPERS investment strategy for real estate investments, both domestic and international, including, but not limited to, residential, commercial, industrial, and other real properties and/or securities; actively seeking and recommending new and innovative real estate investment strategies; determining asset allocation among various real estate sectors and locations; conducting portfolio management of all facets of the real estate portfolio in an effort to maximize returns and minimize risk; formulating and implementing various real estate investment strategies and programs; developing standards and policies for real estate investing; ensuring that real estate investment returns exceed established benchmarks, within a prudent level of risk; preparing and presenting investment reports to the CalPERS Board of Administration Investment Committee; maintaining appropriate contacts with professional peers in the real estate investment and broker-dealer communities as a source of valuable investment information; planning, directing, and evaluating the work of subordinate staff; and assisting in the recruitment, selection, and development of real estate investment staff.

Incumbents in these classes are also responsible for preparing strategic investment plans for assigned real estate portfolios and analyzing the strategic and annual investment plans produced by external real estate investment managers; overseeing fund allocation decisions to individual partners, disposition activity, leverage levels, both at the partner and portfolio level; overseeing property purchase, management, financing, leasing, development and sale activities at individual partnership levels; evaluating and recommending external real estate investment management teams; negotiating investment partnership, fund, and real estate related agreements; overseeing insurance and cash management type programs that CalPERS and its agents might offer to its partners; overseeing the day-to-day activities of external investment managers and approving capital calls by these managers; developing benchmarks and performance measures for external managers, and presenting investment packages not meeting these standards to the CalPERS Investment Committee for their consideration; conducting on-site property reviews and market analyses; overseeing response to environmental and other regulatory issues; and performing other related work.

ENTRY LEVELS

Entry into this series may be at any level in the series.

FACTORS AFFECTING POSITION ALLOCATION

The nature and scope of administrative responsibility; leadership and supervision exercised, particularly with regard to incumbents in classes within this class series; and reporting relationship.

DEFINITION OF LEVELS

PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (REAL ESTATE)

Positions in this class are responsible for managing a major segment of the real estate portfolio, such as housing, office, retail, industrial, and other real property investments, and/or related programs. In this capacity, incumbents may plan and supervise the work of subordinate staff, typically in the Investment Officer class series. Incumbents manage the day-to-day implementation of real estate investment strategies and policies within their assigned areas, and ensure that the investments for which they are responsible achieve strategic return and risk objectives. Incumbents also recommend new and innovative strategies, and are expected to make significant contributions to the team of investment managers in establishing overall strategy for real estate investments and making Board and/or outside presentations within their respective areas of responsibility.

Senior Investment Officer/Portfolio Manager,
Public Employees' Retirement System (Real Estate), Series

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SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (REAL ESTATE)

Positions in this class serve as assistant program managers when the number of portfolio managers, combined with other program characteristics, including the number of investment types, the variety of investment styles and approaches, and the level of investment risk make it impractical for the Senior Investment Officer to directly supervise all of the program's major portfolios and functions. The leadership provided by incumbents in this classification may include supervision or guidance of Portfolio Managers, performance of investment management and internal administrative functions on behalf of the Senior Investment Officer, and acting for the Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (REAL ESTATE)

The position in this class is the manager of the real estate investment program. In this capacity, the incumbent is responsible for the overall management of the real estate investment program, including implementation of real estate investment strategies and policies, and allocation of assets among various investment types and locations; participating as a member of the senior management team in the development of the overall CalPERS investment strategies; and representing the CalPERS Board of Administration and the Investment Office before the Legislature, external investment community, and the media on issues relating to real estate investments.

MINIMUM QUALIFICATIONS

ALL LEVELS

The following education is required when non-California State service is used to qualify at any level:

Education: Equivalent to graduation from college with major work in business administration, economics, finance, real estate, or a closely related field.

PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (REAL ESTATE)

Either I

Experience: One year of experience in the California state service performing the duties of an Investment Officer III, Retirement Systems, or two years of experience in the California state service performing the duties of an Investment Officer II, Retirement Systems, with an assignment in the real estate investment area.

Senior Investment Officer/Portfolio Manager,
Public Employees' Retirement System (Real Estate), Series

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Or II

Experience: Five years of broad and extensive real estate investment experience for a large financial institution, real estate investment or development firm, or governmental agency, including some experience in leading or coordinating professional staff; and review of a large portfolio of real estate investments. Qualifying State experience must be at a level comparable to an Investment Officer II, Retirement Systems.

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accounting, may be substituted for one year of the required experience.)

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (REAL ESTATE)

Either I

Experience: Two years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Real Estate).

Or II

Experience: Seven years of broad and extensive real estate investment experience for a large financial institution, real estate investment or development firm, or governmental agency, including some experience in leading or coordinating professional staff; and review of a large portfolio of real estate investments. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Real Estate).

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (REAL ESTATE)

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Portfolio Manager, Public Employees' Retirement System (Real Estate).

Senior Investment Officer/Portfolio Manager,
Public Employees' Retirement System (Real Estate), Series

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Or II

Experience: Four years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Real Estate).

Or III

Experience: Seven years of broad and extensive real estate investment experience for a large financial institution, real estate investment or development firm, or governmental agency, including some supervisory experience over professional staff; and review of a large portfolio of real estate investments. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Real Estate).

(Possession of an advanced degree in one of the fields included above in the education requirement, or other related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Economic principles and trends, and their effect on real estate investments; large scale institutional real estate investments, such as major residential or commercial developments, and their markets and market trends; financing and capital markets for major real estate investments; principles and practices for appraising the value of large properties, such as apartment buildings, shopping centers, or industrial developments; performance measurement practices, real estate and contract law, and the legal procedures and documents involved with real estate transactions and agreements; procedures and requirements for the purchase and sale of real estate; due diligence requirements for major real estate investments; real estate legal ownership (i.e., partnerships, LLCs, REITs, etc.) structures, fees, and characteristics; environmental, labor relations, zoning, and other issues involved with real property ownership and development; property management and leasing requirements and practices; principles and practices of real estate portfolio construction and management; balance sheets, income statements, and other financial statements involved in the analysis of real estate investments; computer applications used in real estate investment management; external investment consulting resources; and principles and practices of supervision, including the manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Gather and analyze a broad range of economic and investment information, and synthesize it into concise and coherent

Senior Investment Officer/Portfolio Manager,
Public Employees' Retirement System (Real Estate), Series

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conclusions and recommendations; work effectively with the Board and gain their confidence; perform financial and real estate investment analysis and reach sound conclusions; set reasonable benchmarks and performance criteria for real estate investments and monitor them effectively; adapt effectively to changing real estate market conditions; maintain an up-to-date knowledge of economic and investment trends and ideas, and use that knowledge to develop innovative real estate investment strategies; work effectively with a broad variety of external contacts, such as external consultants and investment partners and negotiate agreements that uphold and further CalPERS investment interests; make clear and concise oral and written presentations; establish and maintain cooperative relations with those contacted in the course of work; plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(REAL ESTATE)

Ability to: All of the above, and assist in planning and directing the real estate investment program; perform various investment management and internal administrative functions on behalf of the Senior Investment Officer; and act as Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (REAL ESTATE)

Ability to: All of the above, and provide expert, policy-level investment consultation to the Board of Administration, and develop investment options and strategies that are consistent with their investment objectives and policies; manage a large and diverse real estate investment program; and effectively allocate assigned assets among various investment categories.

SPECIAL REQUIREMENT

ALL LEVELS:

Must be able to qualify for a surety bond.

Senior Investment Officer/Portfolio Manager,
Public Employees' Retirement System (Real Estate), Series

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SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Acts in a professional manner and demonstrates a high degree of integrity, honesty and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; exhibits strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Portfolio Manager, Public Employees' Retirement System, (Real Estate)	1/13/04	--	--
Senior Portfolio Manager, Public Employees' Retirement System (Real Estate)	1/13/04	--	--
Senior Investment Officer, Public Employees' Retirement System (Real Estate)	1/13/04	--	--

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

SENIOR INVESTMENT OFFICER/PORTFOLIO MANAGER,
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (FIXED INCOME)

Series Specification
(Established January 13, 2004)

SCOPE

This series specification describes the classifications that are used in the management of the fixed income portion of the Public Employees' Retirement System (CalPERS) investment portfolio.

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>
JV43	4670	Portfolio Manager, Public Employees' Retirement System (Fixed Income)
JV41	4674	Senior Portfolio Manager, Public Employees' Retirement System (Fixed Income)
JV39	4676	Senior Investment Officer, Public Employees' Retirement System (Fixed Income)

DEFINITION OF SERIES

The classifications in this series are responsible for managing the implementation of the CalPERS investment strategy for global fixed income investments; analyzing and developing new and innovative fixed income investment and currency strategies; evaluating a wide array of global fixed income investment vehicles and determining asset allocation among various fixed income types and classes; recommending the development and revision of fixed income investment policies and procedures; making and approving tactical purchase and sale decisions to ensure that fixed income portfolio returns exceed established benchmarks, within a prudent level of risk; preparing and presenting reports to the CalPERS Board of Administration Investment Committee; maintaining appropriate contacts with professional peers in the investment and broker dealer communities as a source of valuable investment information; planning, directing, and evaluating the work of subordinate staff; and assisting in the recruitment, selection, and development of fixed income investment staff.

In various assignments within the global fixed income and currency program, incumbents are also responsible for researching domestic and economic sectors and industries; coordinating the use of external research consultants; performing credit analyses for internal fixed income portfolios; conducting a wide range of research on international investment opportunities and risks, including research on the economies, trade, currency, inflation, capital markets and political conditions in various countries and regions of the world;

selecting, setting performance objectives for, and evaluating external fixed income investment managers; monitoring external currency overlay managers and providing currency management support for internal portfolios; meeting with external security lending agents and monitoring, supervising, and reporting on the security lending programs; evaluating the relative values of and selecting investment instruments within various fixed income categories, including investment grade bonds, convertible bonds, derivatives and cash equivalent instruments, government bonds, asset-backed and mortgage-backed obligations, sovereign securities, and international fixed income instruments; and performing other related work.

ENTRY LEVELS

Entry into this series may be at any level in the series.

FACTORS AFFECTING POSITION ALLOCATION

The nature and scope of administrative responsibility; leadership and supervision exercised, particularly with regard to incumbents in classes within this class series; and reporting relationship.

DEFINITION OF LEVELS

PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (FIXED INCOME)

Positions in this class are responsible for managing a major portfolio, portfolio group, or investment function within the fixed income program. Examples of this include the government portfolio, short-duration portfolio, the mortgage and other asset-backed fixed income portfolio, and international or corporate investment research. In this capacity, incumbents may plan and supervise the work of subordinate staff, typically in the Investment Officer class series. Incumbents manage the day-to-day implementation of investment strategies and policies within their assigned areas, and ensure that the investments for which they are responsible achieve strategic return and risk objectives. Incumbents also recommend new and innovative strategies, and are expected to make significant contributions to the team of investment managers in establishing overall strategy for global fixed income investments.

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Fixed Income), Series

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SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (FIXED INCOME)

Positions in this class serve as assistant program managers when the number of portfolio managers, combined with other program characteristics, including the number of investment types, the variety of investment styles and approaches, and the level of investment risk make it impractical for the Senior Investment Officer to directly supervise all of the program's major portfolios and functions. The leadership provided by incumbents in this classification may include supervision or guidance of Portfolio Managers, performance of investment management and internal administrative functions on behalf of the Senior Investment Officer, and acting for the Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (FIXED INCOME)

The position in this class is the manager of the fixed income program. In this capacity, the incumbent is responsible for the overall management of the global fixed income and currency programs, including implementation of fixed income investment strategies and policies and allocation of assets among various fixed income investment types; participating as a member of the senior management team in the development of overall CalPERS investment strategies; and representing the CalPERS Board of Administration and the Investment Office before the Legislature, external investment community, and the media on issues relating to fixed income investments.

MINIMUM QUALIFICATIONS

ALL LEVELS

The following education is required when non-California State service is used to qualify at any level:

Education: Equivalent to graduation from college with major work in business administration, economics, finance, or a closely related field.

PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (FIXED INCOME)

Either I

Experience: One year of experience in the California state service performing the duties of an Investment Officer III, Retirement Systems, or two years of experience in the California state service performing the duties of an Investment Officer II, Retirement Systems, with an assignment in the fixed income area.

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Fixed Income), Series

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Or II

Experience: Five years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some experience in leading or coordinating professional staff, and review of a large and varied fixed income portfolio. Qualifying State experience must be at a level comparable to that of an Investment Officer II, Retirement Systems.

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (FIXED INCOME)

Either I

Experience: Two years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Fixed Income).

Or II

Experience: Seven years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some experience in leading or coordinating professional staff; and review of a large and varied fixed income portfolio. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Fixed Income).

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field, or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (FIXED INCOME)

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Portfolio Manager, Public Employees' Retirement System (Fixed Income).

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Fixed Income), Series

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Or II

Experience: Four years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Fixed Income).

Or III

Experience: Seven years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some supervisory experience over professional staff; and review of a large and varied fixed income portfolio. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Fixed Income).

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Economic principles and trends, and their impact on fixed income portfolios; various types of fixed income investment vehicles, such as corporate bonds, government bonds, foreign bonds, mortgage and other asset-backed instruments, fixed income derivatives, and short-term obligations; the markets and procedures for trading fixed income investments; sources of data and the various analytical techniques used to analyze fixed income investments; various ancillary strategies, such as foreign currency overlay, securities lending, and cash management; principles and practices of fixed income portfolio management and construction; computer applications used in investment management operations; external investment consulting resources; and principles and practices of supervision, including the manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Gather and analyze a broad range of economic and investment information, and synthesize it into concise and coherent conclusions and recommendations; work effectively with the Board of Administration and gain their confidence; use a variety of analytical techniques to determine market trends and reach decisions on the purchase and sale of various fixed income instruments; manage assigned portfolios consistent with established risk and return objectives; adapt effectively to changing market conditions; maintain an up-to-date knowledge of economic and investment trends and ideas, and use that knowledge to develop innovative equity investment strategies; work effectively with a broad variety of external contacts, such as

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Fixed Income), Series

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external consultants and investment managers; make clear and concise oral and written presentations; establish and maintain cooperative relations with those contacted in the course of work; plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (FIXED INCOME)

Ability to: All of the above, and assist in planning and directing the fixed income investment program; perform various investment management and internal administrative functions on behalf of the Senior Investment Officer; and act as Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (FIXED INCOME)

Ability to: All of the above, and provide expert, policy-level investment consultation to the Board of Administration, and develop investment options and strategies that are consistent with their investment objectives and policies; manage a large and diverse fixed income investment program; and select and manage external portfolio managers.

SPECIAL REQUIREMENT

ALL LEVELS:

Must be able to qualify for a surety bond.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Acts in a professional manner and demonstrates a high degree of integrity, honesty and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; exhibits strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

CLASS HISTORY

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Fixed Income), Series

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<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Portfolio Manager, Public Employees' Retirement System (Fixed Income)	1/13/04	--	--
Senior Portfolio Manager, Public Employees' Retirement System (Fixed Income)	1/13/04	--	--
Senior Investment Officer, Public Employees' Retirement System (Fixed Income)	1/13/04	--	--

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

SENIOR INVESTMENT OFFICER/PORTFOLIO MANAGER,
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (GLOBAL EQUITIES)

Series Specification
(Established January 13, 2004)

SCOPE

This series specification describes the classifications that are used in the management of the global equity portion of the Public Employees' Retirement System (CalPERS) investment portfolio.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JV49	4677	Portfolio Manager, Public Employees' Retirement System (Global Equities)
JV47	4679	Senior Portfolio Manager, Public Employees' Retirement System (Global Equities)
JV45	4681	Senior Investment Officer, Public Employees' Retirement System (Global Equities)

DEFINITION OF SERIES

The classifications in this series are responsible for managing the implementation of the CalPERS investment strategy for domestic and international equities; analyzing and developing new and innovative investment strategies; determining asset allocation among various equity types and classes; recommending a mix of active and passive investment strategies; recommending the development and revision of equity investment policies; ensuring that equity portfolio returns exceed established benchmarks, within a prudent level of risk; preparing and presenting reports to the CalPERS Board of Administration Investment Committee; maintaining appropriate contacts with professional peers in the investment and broker dealer communities as a source of valuable investment information; planning, directing, and evaluating the work of subordinate staff; and assisting in the recruitment, selection, and development of global equity investment staff.

In various assignments within the global equity program, incumbents in these classes are also responsible for managing the external equity program, including selecting external equity managers, determining asset allocations for them, setting performance objectives, and evaluating external manager performance; developing complex quantitative models to construct and manage passive and active equity portfolios; working with quantitative analysts, external research partners, and other consultants to reach decisions on the purchase and sale of common stock, cash equivalents, and derivatives; acting as the

senior equity trader, and providing guidance to other equity traders within the global equity program; developing and implementing systems to monitor and control equity transaction costs; researching and developing hedge fund strategies; developing and implementing CalPERS corporate governance policies and ensuring that CalPERS exercises its shareholder voting responsibilities consistent with those policies; working with targeted companies in which CalPERS has an equity interest to improve their management and profitability; and performing other related work.

ENTRY LEVELS

Entry into this series may be at any level in the series.

FACTORS AFFECTING POSITION ALLOCATION

The nature and scope of administrative responsibility; leadership and supervision exercised, particularly with regard to incumbents in classes within this class series; and reporting relationship.

DEFINITION OF LEVELS

PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (GLOBAL EQUITIES)

Positions in this class are responsible for managing a major portfolio, portfolio group, or external manager in the investment function within the global equity program. Examples of this include the passive equity portfolios, the active equity portfolio, and the corporate governance program. In this capacity, incumbents may plan and supervise the work of subordinate staff, typically in the Investment Officer class series. Incumbents manage the day-to-day implementation of investment strategies and policies within their assigned areas, and ensure that the investments for which they are responsible achieve strategic return and risk objectives. Incumbents also recommend new and innovative strategies, and are expected to make significant contributions to the team of investment managers in establishing overall strategy for global equity investments.

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (GLOBAL EQUITIES)

Positions in this class serve as assistant program managers when the number of portfolio managers, combined with other program characteristics, including the number of investment types, the variety of investment styles and approaches, and the level of investment risk make it impractical for the Senior Investment Officer to directly

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Global Equities), Series

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supervise all of the program's major portfolios and functions. The leadership provided by incumbents in this classification may include supervision or guidance of Portfolio Managers, performance of investment management and internal administrative functions on behalf of the Senior Investment Officer, and acting for the Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (GLOBAL EQUITIES)

The position in this class is the manager of the global equity program. In this capacity, the incumbent is responsible for the overall management of the global equity program, including implementation of global equity investment strategies and policies, and allocation of assets among various equity types; participating as a member of the senior management team in the development of the overall CalPERS investment strategies; and representing the CalPERS Board of Administration and the Investment Office before the Legislature, external investment community, and the media on issues relating to domestic and international equity investments.

MINIMUM QUALIFICATIONS

ALL LEVELS:

The following education is required when non-California state service is used to qualify at any level:

Education: Equivalent to graduation from college with major work in business administration, economics, finance, or a closely related field.

PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (GLOBAL EQUITIES)

Either I

Experience: One year of experience in the California state service performing the duties of an Investment Officer III, Retirement Systems, or two years of experience in the California state service performing the duties of an Investment Officer II, Retirement Systems, with an assignment in the global equities area.

Or II

Experience: Five years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some experience leading or coordinating professional

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Global Equities), Series

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staff; and review of a large and varied equity portfolio. Qualifying State experience must be at a level comparable to that of an Investment Officer II, Retirement Systems.

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (GLOBAL EQUITIES)

Either I

Experience: Two years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Global Equities).

Or II

Experience: Seven years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some experience in leading or coordinating professional staff; and review of a large and varied equity portfolio. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Global Equities).

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (GLOBAL EQUITIES)

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Portfolio Manager, Public Employees' Retirement System (Global Equities).

Or II

Experience: Four years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Global Equities).

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Global Equities), Series

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Or III

Experience: Seven years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some supervisory experience over professional staff; and review of a large and varied equity portfolio. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Global Equities).

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Economic principles and trends, and their impact on global equity portfolios; various types of equities, such as common stocks and derivatives, and their markets and methods of purchase; sources of data and the various analytical techniques used to analyze securities and corporate performance; quantitative techniques used in analyzing securities and market trends; principles and practices of portfolio management and construction, and the types and uses of various investment styles; computer applications used in investment management operations; external investment consulting resources; and principles and practices of supervision, including the manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Gather and analyze a broad range of economic and investment information, and synthesize it into concise and coherent conclusions and recommendations; work effectively with the Board of Administration and gain their confidence; use a variety of analytical techniques to determine market trends, reach decisions on the purchase and sale of various equities; manage assigned portfolios consistent with established risk and return objectives; adapt effectively to changing market conditions; maintain an up-to-date knowledge of economic and investment trends and ideas, and use that knowledge to develop innovative equity investment strategies; work effectively with a broad variety of external contacts, such as external consultants and investment managers; make clear and concise oral and written presentations; establish and maintain cooperative relations with those contacted in the course of work; plan and direct the work of

Senior Investment Officer/Portfolio Manager, Public
Employees' Retirement System (Global Equities), Series

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subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (GLOBAL EQUITIES)

Ability to: All of the above, and assist in planning and directing the global equity investment program; perform various investment management and internal administrative functions on behalf of the Senior Investment Officer; and act as Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (GLOBAL EQUITIES)

Ability to: All of the above, and provide expert, policy-level investment consultation to the Board of Administration, and develop investment options and strategies that are consistent with their investment objectives and policies; manage a large and diverse global equity investment program; and select and manage external portfolio managers.

SPECIAL REQUIREMENT

ALL LEVELS:

Must be able to qualify for a surety bond.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; exhibits strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

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Employees' Retirement System (Global Equities), Series

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CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Portfolio Manager, Public Employees' Retirement System (Global Equities)	1/13/04	--	--
Senior Portfolio Manager, Public Employees' Retirement System (Global Equities)	1/13/04	--	--
Senior Investment Officer, Public Employees' Retirement System (Global Equities)	1/13/04	--	--

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

SENIOR INVESTMENT OFFICER/PORTFOLIO MANAGER,
PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(ALTERNATIVE INVESTMENTS)
Series Specification
(Established January 13, 2004)

SCOPE

This series specification describes the classifications that are used in the management of the alternative investment portion of the Public Employees' Retirement System (CalPERS) investment portfolio.

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>
JV29	4657	Portfolio Manager, Public Employees' Retirement System (Alternative Investments)
JV27	4659	Senior Portfolio Manager, Public Employees' Retirement System (Alternative Investments)
JV25	4664	Senior Investment Officer, Public Employees' Retirement System (Alternative Investments)

DEFINITION OF SERIES

The classifications in this series are responsible for managing the implementation of the CalPERS investment strategy for alternative investments, including partnership, co-investment, and direct private equity investments; analyzing and developing new and innovative alternative investment strategies; determining asset allocation among various alternative investment types and classes; establishing procedures for evaluating new investment opportunities; ensuring that alternative investment returns exceed established benchmarks, within a prudent level of risk; preparing and presenting reports to the CalPERS Board of Administration Investment Committee; maintaining appropriate contacts with professional peers in the investment community as a source of valuable investment information; planning, directing, and evaluating the work of subordinate staff; and assisting in the recruitment, selection, and development of alternative investment staff.

Incumbents in these classes are also responsible for providing independent analysis and consultation regarding development and implementation of alternative investment programs and strategies; helping to select and supervising external consultants and advisors, and setting their objectives and performance standards; evaluating, selecting, and negotiating new partnerships and direct investments; conducting due diligence review for proposed investments; evaluating terms, documents, agreements, and economic characteristics of

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Public Employees' Retirement System
(Alternative Investments), Series

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investment alternatives; monitoring existing investments, approving contract revisions, and recommending changes in commitment of funds based on investment performance; managing the alternative investment program's capital calls, cash transfers, and receipts; recommending the sale and exit timing for alternative investments and coordinating sales and dispositions; representing CalPERS on limited partnership advisory boards and before the investment community; and performing other related work.

ENTRY LEVELS

Entry into this series may be at any level in the series.

FACTORS AFFECTING POSITION ALLOCATION

The nature and scope of administrative responsibility; leadership and supervision exercised, particularly with regard to incumbents in classes within this class series; and reporting relationship.

DEFINITION OF LEVELS

PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (ALTERNATIVE INVESTMENTS)

Positions in this class are responsible for managing a major segment of the alternative investment portfolio. In this capacity, incumbents may plan and supervise the work of subordinate staff, typically in the Investment Officer class series. Incumbents manage the day-to-day implementation of investment strategies and policies within their assigned areas, and ensure that the investments for which they are responsible achieve strategic return and risk objectives. Incumbents also recommend new and innovative strategies, and are expected to make significant contributions to the team of investment managers in establishing overall strategy for alternative investments

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(ALTERNATIVE INVESTMENTS)

Positions in this class serve as assistant program managers when the number of portfolio managers, combined with other program characteristics, including the number of investment types, the variety of investment styles and approaches, and the level of investment risk make it impractical for the Senior Investment Officer to directly supervise all of the program's major portfolios and functions. The leadership provided by incumbents in this classification may include supervision or guidance of Portfolio Managers, performance of

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Public Employees' Retirement System
(Alternative Investments), Series

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investment management and internal administrative functions on behalf of the Senior Investment Officer, and acting for the Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(ALTERNATIVE INVESTMENTS)

The position in this class is the manager of the alternative investment program. In this capacity, the incumbent is responsible for the overall management of the alternative investment program, including implementation of alternative investment strategies and policies; allocation of assets among various investment types; participating as a member of the senior management team in the development of the overall CalPERS investment strategies; and representing the CalPERS Board of Administration and the Investment Office before the Legislature, external investment community, and the media on issues relating to alternative investments.

MINIMUM QUALIFICATIONS

ALL LEVELS

The following education is required when non-California state service is used to qualify at any level:

Education: Equivalent to graduation from college with major work in business administration, economics, finance, or a closely related field.

PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM (ALTERNATIVE INVESTMENTS)

Either I

Experience: One year of experience in the California state service performing the duties of an Investment Officer III, Retirement Systems, or two years of experience in the California state service performing the duties of an Investment Officer II, Retirement Systems, with an assignment in the alternative investment area.

Or II

Experience: Five years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some experience in leading or coordinating professional staff; and review of a large portfolio of alternative investments. Qualifying State experience must be at a level comparable to that of an Investment Officer II, Retirement Systems.

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Public Employees' Retirement System
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(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related degree; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(ALTERNATIVE INVESTMENTS)

Either I

Experience: Two years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Alternative Investments).

Or II

Experience: Seven years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some experience in leading or coordinating professional staff; and review of a large portfolio of alternative investments. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Alternative Investments).

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related degree; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(ALTERNATIVE INVESTMENTS)

Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Portfolio Manager, Public Employees' Retirement System (Alternative Investments).

Or II

Experience: Four years of experience in the California state service performing the duties of a Portfolio Manager, Public Employees' Retirement System (Alternative Investments).

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Or III

Experience: Seven years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some supervisory experience over professional staff; and review of a large portfolio of alternative investments. Qualifying State experience must be at a level comparable to that of a Portfolio Manager, Public Employees' Retirement System (Alternative Investments).

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Economic principles and trends, and their impact on alternative investment portfolios; various global capital and private equity markets; the roles of various private equity industry participants, including general partners, limited partners, consultants, attorneys, and placement agents; issues facing limited partners, including disclosure and reporting; role and appropriateness of alternative investments as an asset class for pension funds; limited partnership agreements and other related documents; the entire process for alternative investments, including screening, due diligence, negotiation and closure, monitoring, reporting, restructuring, and exiting; contents, interrelationships, and workings of balance sheets, income statements, and cash flow statements; computer applications used in investment management operations; external investment consulting resources; and principles and practices of supervision, including the manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Gather and analyze a broad range of economic and investment information, and synthesize it into concise and coherent conclusions and recommendations; work effectively with the Board and gain their confidence; perform financial and investment analysis and reach sound investment conclusions; maintain an up-to-date knowledge of economic and investment trends and ideas, and use that knowledge to develop innovative alternative investment strategies; negotiate alternative investment agreements; adapt effectively to changing market conditions; work effectively with a broad variety of external contacts, such as external consultants and investment partners; make

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clear and concise oral and written presentations; establish and maintain cooperative relations with those contacted in the course of work; and plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

SENIOR PORTFOLIO MANAGER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(ALTERNATIVE INVESTMENTS)

Ability to: All of the above, and assist in planning and directing the alternative investment program; perform various investment management and internal administrative functions on behalf of the Senior Investment Officer; and act as Senior Investment Officer in his/her absence.

SENIOR INVESTMENT OFFICER, PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(ALTERNATIVE INVESTMENTS)

Ability to: All of the above, and provide expert, policy-level investment consultation to the Board of Administration, and develop investment options and strategies that are consistent with their investment objectives and policies; and manage a large and diverse alternative investment program.

SPECIAL REQUIREMENT

ALL LEVELS:

Must be able to qualify for a surety bond.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; exhibits strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

Senior Investment Officer/Portfolio Manager,
Public Employees' Retirement System
(Alternative Investments), Series

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CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Portfolio Manager, Public Employees' Retirement System (Alternative Investments)	1/13/04	--	--
Senior Portfolio Manager, Public Employees' Retirement System (Alternative Investments)	1/13/04	--	--
Senior Investment Officer, Public Employees' Retirement System (Alternative Investments)	1/13/04	--	--

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

MINERAL AND LAND AUDITOR SPECIALIST Series Specification (Established October 5, 1982)

SCOPE

This series specification describes the Mineral and Land Auditor classifications of the State Lands Commission. These positions are used for positions with professional, supervisory, or managerial responsibilities in the State Lands Commission Mineral and Land Audit Program.

Mineral and Land Auditor Specialists make field audits of the financial operations, accounts, records, data processing systems, management, and operational systems of the lessees (petroleum, geothermal, mineral, and surface) of the State Lands Commission. In addition, the Mineral and Land Auditor Specialist IV (Supervisory) supervises, plans and evaluates the work of other Mineral and Land Auditor Specialists. ~~The Mineral and Land Audit Program Manager plans, directs and evaluates the work of the Mineral and Land Audit Program.~~

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JE48	4134	Mineral and Land Auditor Specialist II
JE46	4135	Mineral and Land Auditor Specialist III
JE42	4137	Mineral and Land Auditor Specialist IV (Specialist)
JE44	4115	Mineral and Land Auditor Specialist IV (Supervisory)
JE40	4553	Mineral and Land Audit Program Manager

ENTRY LEVEL

Entry level into this series is typically through the Auditor I class.

FACTORS AFFECTING POSITION ALLOCATION

The scope and consequence of decisions made, degree of program and policy involvement, level, variety and complexity of work assignments, independence of action, and size and nature of area responsible.

DEFINITION OF LEVELS

MINERAL AND LAND AUDITOR SPECIALIST II

This is the first journey level of the series. Incumbents assist in responsible professional office and field audit work under general supervision; conduct audits or segments of more complex and sensitive audits of the financial operations, accounts, records, electronic data processing systems, and management and operational systems of the lessees of the State Lands Commission.

MINERAL AND LAND AUDITOR SPECIALIST III

This is the second and full journey level of the series. Incumbents, under direction, perform professional office and field audit work, bring audits to a conclusion, summarize audit findings, and prepare final recommendations of the lessees of the State Lands Commission. Work at this level is defined by independence and consequence of actions taken.

MINERAL AND LAND AUDITOR SPECIALIST IV (SPECIALIST)

This is the staff specialist/super journey level of the series. This level is responsible for independently conducting extremely complex and difficult audit assignments and studies, typically consisting of the largest corporations in the United States. Incumbents may act as team leaders or "leadpersons" performing such functions as training new staff or reviewing the assignments of lower level staff.

MINERAL AND LAND AUDITOR SPECIALIST IV (SUPERVISORY)

This is the first full supervisory level of the series. ~~Under the direction of the Mineral and Land Audit Program Manager,~~ Incumbents will plan, organize, and direct the work of other lower level staff within the Mineral and Land Audit Program. Incumbents may also personally perform the most complex technical work or audit assignments.

~~MINERAL AND LAND AUDIT PROGRAM MANAGER~~

~~This is the full managerial level of the series. Under the directions of the Division Chief, Staff/Administrative Services and Mineral and Land Audits, the incumbent plans, organizes, and directs the Mineral and Land Audit Program of the State Lands Commission. The incumbent has significant responsibility in formulating and implementing uniform audit policies, programs and practices regarding the statewide mineral and land audit program; responsibility for operational planning and~~

~~assigning of projects; coordinates program activities with technical and administrative support sections; maintains liaison with lessees, the private sector and other governmental agencies.~~

MINIMUM QUALIFICATIONS

ALL LEVELS:

Education: Either

1. Equivalent to graduation from college with specialization in accounting. (Additional experience performing professional petroleum- or energy-related accounting or auditing may be substituted for the required education on a year-for-year basis.)
or
2. Completion of either:
 - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law. or
 - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

MINERAL AND LAND AUDITOR SPECIALIST II

Either I

Experience: One year of experience in the California state service performing professional petroleum- or energy-related accounting/auditing duties in a class at a level of responsibility equivalent to that obtained in the class of Accountant Trainee or Auditor I.

Or II

Experience: Two years of increasingly responsible professional petroleum- or energy-related accounting/auditing experience. (Bookkeeping, clerical accounting, preauditing, procedures checking, and system maintenance experience is not acceptable.) and

Education: The educational requirements described above.

Mineral and Land Auditor Specialist Series

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MINERAL AND LAND AUDITOR SPECIALIST III

Either I

1. One year of experience in the California state service performing the duties of a Mineral and Land Auditor Specialist II. or
2. Two years of experience performing professional petroleum- or energy-related accounting/auditing duties at a level of responsibility equivalent to that obtained in the class of Accounting Officer or General Auditor II.

Or II

Experience: Three years of increasingly responsible professional petroleum- or energy-related accounting/auditing experience. (Bookkeeping, clerical accounting, preauditing, procedures checking, and system maintenance experience is not acceptable.)

Education: The educational requirements described above.

MINERAL AND LAND AUDITOR SPECIALIST IV (SPECIALIST)

Either I

One year of experience in the California state service performing the duties of a Mineral and Land Auditor Specialist III.

Or II

Experience: Four years of increasingly responsible professional petroleum- or energy-related accounting/auditing experience (bookkeeping, clerical accounting, preauditing, procedures checking, and system maintenance experience is not acceptable) at least one year of which shall have been equivalent in responsibility to that involved in making the more difficult or complex audits. (Experience in the California state service applied toward this requirement must include one year of experience at the level of responsibility equivalent to that obtained in the class of Mineral and Land Auditor Specialist III.)

Education: The educational requirements described above.

MINERAL AND LAND AUDITOR SPECIALIST IV (SUPERVISORY)

Either I

Experience: One year of experience in the California state service performing the duties of a Mineral and Land Auditor Specialist III.

Or II

Experience: Four years of increasingly responsible professional petroleum- or energy-related accounting/auditing experience (bookkeeping, clerical accounting, preauditing, procedures checking, and system maintenance experience is not acceptable) at least one year of which shall have been equivalent in responsibility to that involved

shall have been performing the duties of a leadperson or supervisor. (Experience in the California state service applied toward this requirement must include one year of experience at the level of responsibility equivalent to that obtained in the class of Mineral and Land Auditor Specialist III.) and

Education: The educational requirement described above.

~~MINERAL AND LAND AUDIT PROGRAM MANAGER~~

~~Either I.~~

~~Two years of experience in the California state service performing the duties of a Mineral and Land Auditor Specialist III or one year of experience in the California state service performing the duties of a Mineral and Land Auditor Specialist IV (Specialist) or a Mineral and Land Auditor Specialist IV (Supervisory).~~

~~Or II~~

~~Experience: Four years of increasingly responsible professional petroleum or energy related auditing experience, at least one year of which shall have been equivalent in responsibility to that involved in directing an audit program, supervising a crew of field auditors or with responsibility for highly specialized major audit functions. [Experience in California state service applied toward this requirement must include at least two years of experience at the level of Mineral and Land Auditor Specialist III or one year of experience at the level of Mineral and Land Auditor Specialist IV (Specialist) or Mineral and Land Auditor Specialist IV (Supervisory).]~~

~~Education: The educational requirements described above.~~

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: General accounting and auditing principles and procedures; and business law.

Ability to: Apply the required knowledge; conduct audits or financial examinations of accounts and records; establish and maintain cooperative relations with those contacted in the work; analyze situations accurately and take effective action; prepare clear, complete, and concise reports; and communicate effectively.

Mineral and Land Auditor Special Series

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MINERAL AND LAND AUDITOR SPECIALIST II
 MINERAL AND LAND AUDITOR SPECIALIST III
 MINERAL AND LAND AUDITOR SPECIALIST IV (SPECIALIST)

Knowledge of: All of the above, and Division 6 (Public Lands) of the Public Resources Code; Title 2 (Administration) of the California Administrative Code; Chapter 138, Statutes of 1964, First E.S. (Long Beach Operations); principles of public finance; business law, policies, rules, and regulations of the State Lands Commission; and oil and gas pricing regulations of the United States Department of Energy.

Ability to: All of the above, and apply specialized auditing practices and procedures as used in auditing both private industry and of governmental jurisdictions acting as trustees over State lands.

MINERAL AND LAND AUDITOR SPECIALIST IV (SUPERVISORY)

Knowledge of: All of the above, and supervision and employee-employer relations; ~~a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and plan, organize, and direct the work of a staff engaged in mineral and land auditing; develop the skills and abilities of subordinate staff; ~~effectively contribute to the Commission's affirmative action objectives~~ and.

~~MINERAL AND LAND AUDIT PROGRAM MANAGER~~

~~Knowledge of:~~ All of the above, and principles, practices, and trends of public and business administration; personnel management.

~~Ability to:~~ All of the above, and motivate the establishment of group and organizational goals; understand individual and group relationships.

SPECIAL REQUIREMENTS

ALL LEVELS:

All employees must be able to qualify for a fidelity bond and be willing to travel and work away from the office.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Mineral and Land Auditor Specialist II	7/21/8	2/1/94	10/5/82
Mineral and Land Auditor Specialist III	7/21/81	2/1/94	10/5/82
Mineral and Land Auditor Specialist IV (Specialist)	10/5/82	2/1/94	2/1/94
Mineral and Land Auditor Specialist IV (Supervisory)	2/1/94	--	--
Mineral and Land Audit Program Manager	4/12/82	2/1/94	10/5/82

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

EMERGENCY MANAGEMENT COORDINATOR/INSTRUCTOR
Series Specification
(Established October 22, 1985)

SCOPE

This series specification describes ~~four~~ three classes in the California Specialized Training Institute responsible for developing, administering, and evaluating a comprehensive Civil Emergency Management Program. This statewide program incorporates management training and consultation in response to natural and man-made disasters, including earthquakes and hazardous materials. The program further encompasses criminal justice courses, emergency response planning techniques, and major event activities; seminars and workshops in preparation and conducting of evacuations, assisting the disabled community in time of disaster, and disaster considerations for medical facilities.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
UH70	2880	Emergency Management Coordinator/Instructor I, Office of Emergency Services
UH60	2881	Emergency Management Coordinator/Instructor II, Office of Emergency Services
UH50	2882	Senior Emergency Management Coordinator, Office of Emergency Services
UH40	2883	Director, California Specialized Training Institute

FACTORS AFFECTING POSITION ALLOCATION

The level of difficulty, variety, and complexity of assigned duties; independence of actions and decisions; degree of supervision exercised and the level of the administrator to whom the person reports; sensitivity of public contact; and the consequence of error serve as differentiating factors between the various classes.

DEFINITION OF LEVELS

EMERGENCY MANAGEMENT COORDINATOR/INSTRUCTOR I, OFFICE OF EMERGENCY SERVICES

This is the entry and first journey level for the series. Incumbents in this class are typically assigned less difficult training and coordinating responsibilities within the Institute or work closely with Emergency Management Coordinator/Instructor II on more complex

assignments. Incumbents perform a wide variety of tasks related to the planning, programming, organizing, scheduling, and conducting of training in the methods and manner of emergency management.

Incumbents at this level conduct research, prepare manuscripts, present instruction, and coordinate the instruction or preparation of training aids; and organizes facilities to support the training effort.

EMERGENCY MANAGEMENT COORDINATOR/INSTRUCTOR II, OFFICE OF EMERGENCY SERVICES

This is the full journey level for the series. Incumbents in this class are responsible for developing and administering a Civil Emergency Management Course. Incumbents are given primary responsibility for managing a wide variety of tasks related to consulting, planning, programming, organizing, scheduling, and conducting training on the methods and manner of Emergency Management. There will be lead responsibility over others.

Incumbents at this level are responsible for management of entire courses of instruction, conduct research, provide consultation, prepare manuscripts, present instruction, and coordinate the construction or preparation of training aids; select guest lecturers and technical training assistants; and organizes facilities to support the training effort.

SENIOR EMERGENCY MANAGEMENT COORDINATOR, OFFICE OF EMERGENCY SERVICES

This is the first supervisory level of this series. In addition to all of the duties and responsibilities ascribed to the Coordinator/Instructor I and II, the Senior Coordinator is also responsible for the management of a major portion of the Civil Emergency Management Program consisting of multiple related courses such as, Criminal Justice, Natural/Man-made Disasters, or Program Development and Research. A Senior Coordinator supervises a staff of full-time Coordinator/Instructors, support staff, and consultants/guest lecturers.

Incumbents at this level devise new programs; develop and maintain a master calendar of events; provide extensive consultation to local jurisdictions; exercises considerable judgment and discretion in selecting the form, content, and method of presenting subject material; and supervises the conduct of subordinates to include reviewing manuscripts, conducting rehearsals, and evaluating presentations.

~~DIRECTOR, CALIFORNIA SPECIALIZED TRAINING INSTITUTE~~

~~Under the general direction of the Director of the Office of Emergency Services is responsible for the administrative, instructional and research operations of the Institute. The Director exercises direct supervision over the Institute's Senior Coordinator/Instructors.~~

~~The Director is directly responsible for the day to day operation of the Institute. In the course of these duties, the Director selects and supervises the staff and faculty of the Institute; establishes the long term goals and intermediate objectives of the Institute; monitors and evaluates current emergency management practices to ensure that the Institute curricula is both current and contemporary.~~

MINIMUM QUALIFICATIONS

EMERGENCY MANAGEMENT COORDINATOR/INSTRUCTOR I, OFFICE OF EMERGENCY SERVICES

Experience: Two years of administrative or staff experience in the development, administration, and evaluation of emergency management training programs preferably in the military or a Federal, State, or local law enforcement or fire agency.

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EMERGENCY MANAGEMENT COORDINATOR/INSTRUCTOR II, OFFICE OF EMERGENCY SERVICES

Either I

Experience: One year of experience performing the duties of an Emergency Management Coordinator/Instructor I, Office of Emergency Services, in the California state service.

Or II

Experience: Three years of administrative staff experience in the development, administration, and evaluation of emergency management training programs preferably in the military or State, Federal, or local law enforcement or fire agency₊. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SENIOR EMERGENCY MANAGEMENT COORDINATOR, OFFICE OF EMERGENCY SERVICES

Either I

Experience: One year of experience performing the duties of an Emergency Management Coordinator/Instructor II, Office of Emergency Services, in the California state service.

Or II

Experience: Four years of administrative, supervisory, or staff level experience in the development, administration, and evaluation of emergency management training programs preferably in the military or a Federal, State, or local law enforcement or fire agency. (Experience in the California state service applied toward this requirement must include at least one year of performing the duties of an Emergency Management Coordinator/Instructor II, Office of Emergency Services.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

~~DIRECTOR, CALIFORNIA SPECIALIZED TRAINING INSTITUTE~~~~Either I~~

~~One year of experience performing the duties of a Senior Emergency Management Coordinator, Office of Emergency Services, in the California state service.~~

~~Or II~~

~~Experience: Broad and extensive (more than five years) administrative, supervisory or staff level experience in the Emergency Management field, preferably in the military or a State, Federal or local law enforcement or fire agency. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a Senior Emergency Management Coordinator, Office of Emergency Services.)~~

~~and~~

~~Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)~~

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Training principles and methods as applied to emergency management training; the principles and provisions concerning Peace Officer Standards and Training; and the principles and provisions of the National Fire Protection Association Standards.

Ability to: ~~Speak and write~~ Communicate effectively~~;~~ establish and maintain cooperative relations with the public and with Federal, State, county, city law enforcement, and fire agencies; teach emergency management courses; and analyze situations accurately and take effective action.

SENIOR EMERGENCY MANAGEMENT COORDINATOR, OFFICE OF EMERGENCY SERVICES,
~~AND DIRECTOR, CALIFORNIA SPECIALIZED TRAINING INSTITUTE~~

Knowledge of: All of the above, and the principles of personnel management, selection, and supervision as applied to Emergency Management Training~~;~~ ~~the Department's Affirmative Action Program and the processes available to meet affirmative action objectives a~~ manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: ~~Effectively contribute to the Department's affirmative action objectives~~ promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS:

Demonstrated ability to conduct effective liaison with policy level principals at local, State, and Federal government levels.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to work effectively and agreeably under the pressure of short lead times, extensive travel, including weekends and holidays; and accept responsibility for accuracy of research and platform presentation.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Emergency Management Coordinator/ Instructor I, Office of Emergency Services	10/22/85	--	--
Emergency Management Coordinator/ Instructor II, Office of Emergency Services	10/22/85	--	--
Senior Emergency Management Coordinator, Office of Emergency Services	10/22/85	--	--
Director, California Specialized Training Institute	10/22/85	—	—

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

TRANSPORTATION ANALYST, DEPARTMENT OF GENERAL SERVICES
Series Specification
(Established April 6, 1993)

SCOPE

This series specification describes ~~four~~ three classifications in the Department of General Services that monitor transportation bills, conduct studies for and provide technical assistance to State agencies in managing transportation programs and set policies and procedures related to transportation management for all State agencies.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JG78	4464	Transportation Rate Specialist, Department of General Services
JG75	4465	Transportation Analyst, Department of General Services
JG72	4535	Associate Transportation Analyst, Department of General Services
JG70	4534	Transportation Manager, Department of General Services

DEFINITION OF SERIES

This series specification describes classes which perform a variety of tasks in the Department of General Services related to the transportation management function. Incumbents in this series audit freight and storage invoices for applicability, accuracy, and cost-effectiveness of assessed charges; prepare overcharge and freight loss and damage claims; research and respond to requests for transportation information such as advice and assistance in determining the best and most economical shipping methods; conduct studies of State agencies' transportation and distribution systems and prepare written reports for improvements; assist State agencies in implementing new distribution practice and procedures; conduct training classes on transportation management; develop master plans and bids for large multiagency moves and provide field coordination during such moves; meet with representatives of major shipping activities to review and evaluate their programs; prepare revisions to the State Administrative Manual, Board of Control rules, and various bulletins and manuals published by the Transportation Management Unit; and draft position papers regarding proposed legislation that affect transportation policies and/or procedures.

Transportation Analyst, Department of General Services, Series -2-

ENTRY LEVEL

Entry into the series is typically as a Transportation Rate Specialist, Department of General Services.

FACTORS AFFECTING POSITION ALLOCATION

Positions in this series are differentiated by the following factors: supervision received and exercised, variety and complexity of assignments, responsibility for decisions and latitude for independent judgment and action.

DEFINITION OF LEVELS

TRANSPORTATION RATE SPECIALIST, DEPARTMENT OF GENERAL SERVICES

This is the entry and developmental level in the series. While in a trainee capacity, incumbents work under close supervision and learn to perform audits and provide technical assistance associated with the transportation of household goods. As knowledge and experience increases, incumbents will, under supervision, perform less complex audits and provide technical assistance associated with the transportation of household goods, general freight, and special commodities. Typical Transportation Rate Specialist duties include auditing the more routine freight bills and transportation invoices verifying correct application of tariff rating and classification; researching and responding to requests for transportation information such as giving advice and assistance in determining the best and most economical shipping methods.

TRANSPORTATION ANALYST, DEPARTMENT OF GENERAL SERVICES

This is the first journey level for the series. Incumbents at this level work under general supervision performing the more complex audits of freight bills and transportation invoices which involves analyzing the entire procurement process and making written recommendations for changes to State agencies; assist Associate Transportation Analysts in special rate and distribution studies; and assist in training of Transportation Rate Specialists.

ASSOCIATE TRANSPORTATION ANALYST, DEPARTMENT OF GENERAL SERVICES

This is the full journey level for the series. Under the direction of the ~~Transportation Manager~~, incumbents conduct special rate and distribution studies; provide assistance to State agencies in establishing and managing transportation programs; develop master plans and bids for large multiagency moves and provide field

Transportation Analyst, Department of General Services, Series -3-

coordination during such moves; draft revisions to various State rules and manuals relating to transportation management. Incumbents may have lead responsibility and coordinate the work of Transportation Rate Specialists and Transportation Analysts; and may appear before State and Federal regulatory bodies ~~in the Transportation Manager's absence.~~

~~TRANSPORTATION MANAGER, DEPARTMENT OF GENERAL SERVICES~~

~~This is the working supervisor level of the series. Incumbents plan, organize and direct staff in the transportation management program and personally perform the most difficult and sensitive work; draft proposed administrative regulations for Public Utilities Commission and Interstate Commerce Commission consideration; draft position papers regarding proposed legislation that affect transportation policies and/or procedures and appear before the Public Utilities Commission, Board of Control, Legislative Committees and interested private groups to explain, interpret, and defend the State's transportation management policies and programs.~~

MINIMUM QUALIFICATIONS

TRANSPORTATION RATE SPECIALIST, DEPARTMENT OF GENERAL SERVICES

Either I

Experience: Six months of experience in the California state service performing transportation management related duties in a class with the level of responsibility equivalent to a Management Services Technician, Range A.

Or II

Experience: One year of experience performing duties requiring a knowledge of distribution methods, shipping practices, regulatory rules, and the application of rates and classifications to transportation billings. and

Education: Equivalent to the completion of the 12th grade.

TRANSPORTATION ANALYST, DEPARTMENT OF GENERAL SERVICES

Either I

Experience: One year of experience in the California state service performing the duties of a Transportation Rate Specialist, Department of General Services, Range B.

Or II

Experience: Two years of technical and/or analytical experience in traffic or transportation work requiring a knowledge of distribution methods, shipping practices, regulatory rules, and the application of rates and classifications to transportation billings. (Experience in

Transportation Analyst, Department of General Services, Series -4-

the California state service applied toward this requirement must include one year of experience performing duties equivalent to a Transportation Rate Specialist, Department of General Services, Range B.) and

Education: Equivalent to the completion of two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ASSOCIATE TRANSPORTATION ANALYST, DEPARTMENT OF GENERAL SERVICES

Either I

Experience: One year of experience in the California state service performing the duties of a Transportation Analyst, Department of General Services.

Or II

Experience: Three years of increasingly responsible analytical experience in traffic or transportation work requiring a knowledge of distribution methods, transportation economics, shipping practices, regulatory theory and rules, and the application of rates and classifications to transportation billings. (Experience in the California state service applied toward this requirement must include one year of experience performing the duties of a class with a level of responsibility equivalent to a Transportation Analyst, Department of General Services.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

~~TRANSPORTATION MANAGER, DEPARTMENT OF GENERAL SERVICES~~

~~Either I~~

~~One year of experience in the California state service performing the duties of an Associate Transportation Analyst, Department of General Services.~~

~~Or II~~

~~Experience: Five years of increasingly responsible experience in the field of traffic or transportation management at least two years of which shall have been in directing the performance of freight traffic services and activities of a large organization involving the movement of a variety of goods via commercial carriers and the development and implementation of distribution improvement and cost control policies and procedures. and~~

~~Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis.)~~

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KNOWLEDGE AND ABILITIES

TRANSPORTATION RATE SPECIALIST, DEPARTMENT OF GENERAL SERVICES

Knowledge of: Sources of information regarding freight rates and classifications; and terminology, procedures, and documents used in the transportation industry.

Ability to: Apply rate and classification data to specific situations; learn and apply technical regulations and procedures; obtain and calculate numeric information as seen in the transportation industry; establish and maintain effective working relations with co-workers and other staff; and communicate effectively.

TRANSPORTATION ANALYST, DEPARTMENT OF GENERAL SERVICES

Knowledge of: All of the above and operating procedures and problems in rates, rules, regulations, and freight traffic procedures of commercial carriers, rate tariffs, and other sources of transportation information including hazardous materials regulations.

Ability to: All of the above and interpret and apply tariffs, laws, rules, and regulations of governmental agencies regulating transportation; and analyze situations accurately and adopt an effective course of action.

ASSOCIATE TRANSPORTATION ANALYST, DEPARTMENT OF GENERAL SERVICES

Knowledge of: All of the above and transportation law, and transportation economics regulatory theory.

Ability to: All of the above and to reason logically and creatively and to use a variety of analytical techniques to solve transportation management problems and make recommendations for improvement of existing distribution programs; prepare reports; and establish satisfactory relations with vendors, State employees, and public officials.

~~TRANSPORTATION MANAGER, DEPARTMENT OF GENERAL SERVICES~~

~~Knowledge of: All of the above and knowledge of the rules of practice and procedure of the Public Utilities Commission, the Interstate Commerce Commission, and other regulatory agencies, leading opinions, orders and decisions of such regulatory agencies and the courts relating to transportation; principles of personnel management and~~

Transportation Analyst, Department of General Services, Series -6-

~~supervision; Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: All of the above and direct the work of others; establish and maintain harmonious working relationships; communicate effectively; plan, stimulate, and develop improvements in transportation management methods, programs, policies and procedures, keeping abreast of new approaches and techniques in the industry, and to ensure that outmoded and uneconomical practices are abandoned; effectively contribute to the Department's affirmative action objectives.~~

ADDITIONAL DESIRABLE QUALIFICATIONS

TRANSPORTATION ANALYST, DEPARTMENT OF GENERAL SERVICES

The educational requirements being fulfilled with courses in transportation management or a closely related field in a recognized school.

ASSOCIATE TRANSPORTATION ANALYST, DEPARTMENT OF GENERAL SERVICES ~~TRANSPORTATION MANAGER, DEPARTMENT OF GENERAL SERVICES~~

In appraising the relative qualifications of candidates, consideration will be given to pertinent training and accreditation over and above that required under "Minimum Qualifications" such as that represented by:

Either:

1. Admission to practice before the Interstate Commerce Commission~~7.~~ or
2. Membership as a founder or certified member of the American Society of Traffic and Transportation, Incorporated~~7.~~ or
3. Graduation from a recognized law school~~7.~~ or
4. The education requirements being fulfilled with courses in transportation management or closely-related field in a recognized school.

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CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Transportation Rate Specialist, Department of General Services	4/6/93	--	--
Transportation Analyst, Department of General Services	4/6/93	--	--
Associate Transportation Analyst, Department of General Services	4/21/67	4/6/93	4/6/93
Transportation Manager, Department of General Services	1/6/50	4/6/93	4/6/93

500

(Cal. 06/06/06)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Staff Calendar Items for Board Information

NONE PRESENTED